STATE COMMISSION ON JUDICIAL CONDUCT

JOB VACANCY NOTICE

Listing:  13876575
Opening Date: 10/25/2019
Closing Date: Until filled
Type: Full Time

Agency/Work Location: State Commission on Judicial Conduct
Position Title: Executive Director
Classification No: Exempt Position
Salary: To be determined

General Description
The candidate must be capable of ensuring efficient operation and compliance with policy directives received from the Commission, which is comprised of 13 political, judicial and attorney appointees. In this role, the candidate will be responsible for managing all aspects of the State Commission on Judicial Conduct, including agency budget and fiscal planning, personnel, and administration of complaints against Texas judges. The candidate would serve as the agency’s liaison to the Texas Legislature and Supreme Court, which promulgates the Texas Code of Judicial Conduct. The successful candidate will be able to deliver positive leadership to maintain a close-knit culture with a high priority on confidential communication and collaboration.

Examples of Work Performed
- Responsible for the management of the Commission, which includes reviewing allegations of judicial misconduct or disability of more than 3,700 Texas judges and judicial officers;
- Directs examiners and staff attorneys in investigation and presentation of complaints against Texas judges to the Commission to determine appropriate disciplinary action for judges who engage in willful or persistent misconduct;
- Coordinates with the agency’s general counsel to advise and counsel the Commission;
- Represents the Commission in responding to inquiries from the judiciary, the public, the media, and other government officials;
- Oversees prosecution of formal proceedings that may be conducted before a Special Master, a Review Tribunal, and/or the Texas Supreme Court;
- Plans and directs post-sanction appeals before Special Courts of Review;
- Manages legal representation of the Commission with assistance of the Texas Attorney General;
- Monitors laws and regulations affecting the Commission;
- Supervises the preparation of sanctions, opinions, briefs, and other legal documents;
- Plans and directs the long-range budgetary plans necessary to implement agency programs;
- Plans and directs agency administration to ensure that program goals are achieved;
- Ensures the maximum utilization of staff, facilities, and equipment; and, ensures agency compliance with state and federal laws and policies.
General Qualification Requirements

Experience and Training
Should have extensive administrative experience, including considerable experience serving in supervisory or managerial capacity.

Education
Graduation from an accredited four-year college or university required. Juris Doctor and/or Master of Business Administration preferred with experience in government or law.

Knowledge, Skills and Abilities
• Knowledge of governmental agency administrative functions, policies, and procedures;
• Knowledge of relevant laws and regulations pertinent to the Texas judiciary;
• Knowledge of the functions of other agencies, departments and branches of State and local government;
• Sound understanding of jurisprudence, including the role of the judiciary in the administration of justice;
• Management abilities related to planning and directing the work of a State agency;
• Skill in hiring, training, and supervising professional personnel;
• Skill in detecting, analyzing and solving work problems;
• Ability to work effectively with a variety of individuals and groups.

Application Process: Applicants must submit a completed State of Texas Application and resume through the Texas Workforce Commission’s online application process (WorkinTexas). For more information, please contact Kathryn Crabtree at (512) 463-5533 or toll free 1-877-228-5750.

The Commission is an Equal Opportunity Employer. The State Commission on Judicial Conduct does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Military Crosswalk 27A, 250x, 4402, 51JX Judge Advocate General