

STATE COMMISSION ON JUDICIAL CONDUCT

JOB VACANCY NOTICE

Listing: 242-17-003

Opening Date:

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

Administers all policy instructions received from the Commission. Directs all activities of the State Commission on Judicial Conduct. Responsible for agency budget and fiscal planning, agency personnel, and agency administration. Serves as agency's liaison to the Legislature and Texas Supreme Court, which promulgates the Commission's Rules and the Texas Code of Judicial Conduct. Responsible for the legal activities of the Commission, which include reviewing allegations of judicial misconduct or disability of more than 3,700 Texas judges and judicial officers, determining the appropriate disciplinary action to be taken against judges found to have engaged in willful or persistent misconduct, handling appeals of sanctions, and prosecuting formal proceedings.

Examples of Work Performed

Plans and directs investigations, negotiations, and presentations of cases to the Commission; provides legal advice and counsel to the Commission; represents the Commission in responding to inquiries from the judiciary, the public, the media, or other government officials.

Plans and directs 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 a Special Court of Review; and plans and directs legal representation of the Commission with assistance of the Attorney General in civil actions brought by or against the agency.

Interprets laws and regulations for the Commission; supervises the preparation of opinions, briefs, and other legal documents; supervises trial attorneys; reviews bills affecting Commission for legislative consideration.

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; to ensure the maximum utilization of staff, facilities, and equipment; and, to ensure 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. Graduation from an accredited law school with a L.L.B. or J.D. degree required with at least 10 years of legal experience.

Knowledge, Skills and Abilities

Extensive knowledge of agency functions, policies, and procedures; and of the relevant laws and regulations pertinent to the agency. Also a knowledge of the functions and interactions of other agencies in state and local government.

Sound knowledge of the constitutional, procedural, and substantive aspects of civil and criminal litigation, including detailed understanding of the role of the judiciary in the administration of justice.

Ability to plan and direct the work of the agency, to hire, train, and supervise personnel; to analyze and solve work problems; and 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 Terri Counts 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