

CSCD VETERANS COURT PROGRAM MANAGER.9998100

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Company: Dallas County

Location: Dallas

Category: office-and-administrative-support

Brief Description

Coordinates and administers all court operations, identifies court management needs, develops and implements policies and procedures, applicable codes and judicial direction, and acts as a liaison between the Judge and other interested parties relative to matters of the court. Detailed Description Maintains case inventories and movement of cases throughout the legal processes until final disposition; and monitors 11.07 pen writes (writs of habeas corpus) and cases on appeal. Schedules trial dockets ensuring availability of the Judge, court personnel, attorneys, jurors and court facility in compliance with time standards established by the Texas Supreme Court; and monitors the daily dockets, jail population, case backlog and new case filings. Serves as liaison between the Judge of the court, attorneys, litigants and other Dallas County departments. Conducts administrative hearings for pre-trial, docket call, dismissal docket and announcements by the authority of the Dallas Local Rules. Serves as a troubleshooter and problem-solver by intervening for the court, handling complaints, media requests and community needs. Identifies needs of the court, documents with research, prepares annual budgets, grant proposals, requests for equipment, supplies, staff and other necessary resources. Develops and maintains statistical reports for the Judge, Dallas County and the State of Texas. Develops and implements policies and procedures in compliance with the Texas Rule of Court (TRC), applicable codes and judicial direction. Veterans Court Program Manager will also be responsible for identifying, assessing, and linking justice-involved veterans with the Dallas County Veterans Treatment Court through jail and community outreach, working with VTC team and community providers to recruit

mentors, organize, and schedule mentor training, and supervise and coordinate mentors with the VTC program. Performs other duties as assigned. Job Requirements Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments, attorneys and the general public. Extensive knowledge of, or demonstrated ability to learn statutes, rules and procedures governing administration of court processes and services, independent judgment, initiative and discretion is crucial and managerial experience in the private or public sector is preferred. Education equivalent to a Bachelor's Degree from an accredited college or university.

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