TIDC
TEXAS INDIGENT DEFENSE COMMISSION

POLICY ANALYST

POSITION PROFILE

WELCOME

Welcome to the Texas Indigent Defense Commission. TIDC funds, oversees, and improves public defense throughout the State of Texas.

We're seeking to hire either a policy analyst or a senior policy analyst. We hope you'll join us.

INTRODUCTION

ABOUT TIDC

TIDC safeguards liberty by ensuring that Texas and its 254 counties provide the right to counsel guaranteed by the United States and Texas Constitutions.

TIDC funds, oversees, and improves Texas public defense. Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

MISSION AND PERFORMANCE

Mission: Protecting the right to counsel, improving public defense.

Performance: Last year, TIDC awarded over $39 million in public defense funding, prepared ten planning studies for new public defender offices in 25 counties, visited 32 counties to monitor and improve public defense, trained over 2,400 people, and approved ten legislative proposals for improving indigent defense.

You can learn more at tidc.texas.gov.

POLICY ANALYST

THE OPPORTUNITY

JOB DESCRIPTION

As a TIDC policy analyst, you are part of a team that improves Texas public defense by monitoring county compliance with the Fair Defense Act. Monitoring includes court observation, interviews, court record review, investigation, and report writing. When you find problems with a public defense system, you recommend changes and work with judges, lawyers, court personnel, and county officials to create better public defense systems that comply with the Fair Defense Act.

In addition to these core monitoring duties, policy analysts will work on other TIDC projects as part of the Improvement Team, including presenting to criminal justice stakeholders, drafting publications, planning public defender offices, organizing stakeholder groups, and more.

Remote or hybrid work within Texas may be possible.

ESSENTIAL JOB FUNCTIONS

PROGRAM SPECIALIST IV (POLICY ANALYST)

- Observing court proceedings; interviewing judges, attorneys, and county officials; and reviewing court records to investigate public defense systems.
- Analyzing counties' local indigent defense procedures and processes and assessing compliance with state laws.
- Writing policy monitoring reports and presenting findings to county stakeholders.
- Writing publications to enhance the knowledge base for Texas public defense.
- Providing technical assistance to counties to promote compliance with the Fair Defense Act and improve the delivery of public defense services.
- Organizing stakeholder groups and training attorneys, judges, and court personnel on public defense best practices.
- Collaborating with county stakeholders to develop planning studies for new public defender offices and managed assigned counsel programs.
- Developing legislative proposals and engaging with legislative staff on matters related to public defense.
- Performing other tasks to monitor or improve Texas public defense.

ESSENTIAL JOB FUNCTIONS (CONT.)

ADDITIONAL JOB FUNCTIONS FOR PROGRAM SPECIALIST V OR VI (SENIOR POLICY ANALYST)

- Leading court observations, interviews, and record reviews to investigate county public defense systems.
- Consulting with high-level county officials.
- Working on or leading other major TIDC policy initiatives.

QUALIFICATIONS

CANDIDATE PROFILE

MINIMUM QUALIFICATIONS: PROGRAM SPECIALIST IV (POLICY ANALYST)

- Bachelor's degree
- Two years of graduate studies in law, public policy, or related field
- Superior written and oral communication skills
- Skill in using Microsoft Office applications
- Strong desire to improve Texas public defense
- Must be able to travel for monitoring trips (both driving and air travel) as necessary. Overnight stays will be required.

ADDITIONAL MINIMUM QUALIFICATIONS FOR PROGRAM SPECIALIST V-VI (SENIOR POLICY ANALYST)

- Experience in public defense representation or policy
- Knowledge of local, state, and federal laws relating to public defense
- Skill in conducting legal research

PREFERRED QUALIFICATIONS

- Juris Doctor
- Demonstrated leadership skills
- Legislative experience

JOIN US

HOW TO APPLY

All applications may be submitted electronically through www.WorkinTexas.com.

You may also email a completed State of Texas application to OCACareers@txcourts.gov. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

CONTACT US

If you have questions about the policy analyst or senior policy analyst positions, feel free to contact us. We're happy to help.

Questions?

info@tidc.texas.gov

tidc.texas.gov

(512) 936-6994