

TEXAS MUNICIPAL COURTS EDUCATION CENTER



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Posting Date: January 29, 2019 (internally)

Posting Date: February 1, 2019 (externally)

Closing Date: When Filled

Program Attorney

Under the direction and supervision of the Executive Director:

- Primary program responsibility for managing and contributing web-based instructional content including webinars, Online Learning Center (OLC) and TMCEC website;
- Answers legal questions from municipal judges, prosecutors and court support personnel;
- Contributes to legal research, writing and editing of TMCEC print and on-line materials;
- Writes scripts and assists with production of instructional videotapes;
- Serves as faculty at TMCEC conferences;
- Studies and analyzes municipal courts and related legal issues for the purpose of developing and preparing curriculum;
- Designs agendas and conduct faculty development for judges and court support personnel and other TMCEC programs (current programs include mental health, juvenile case managers, bailiff/warrant officer, traffic safety, and legislative updates);
- Drafts correspondence and other materials necessary to plan and present assigned programs;
- Visits municipal courts on request by court with approval of Executive Director to give technical assistance on proper procedures for the fair administration of justice; and
- Performs other duties as assigned by the Executive Director.

COMPENSATION: Starting at \$62,500 (excluding benefits) and dependent on experience. Benefits at this time include health, SEP plan, annual and sick leave.

POSITION REQUIREMENTS: This position requires the ability to organize and manage multiple priorities and deadlines with limited supervision. Applicants must have a keen attention to detail and a proven work ethic as well as excellent problem solving and communication skills and the ability to work well with judges, court support personnel, TMCEC staff members and volunteers.

Applicants must possess a valid driver's license, a reliable mode of transportation, and be able pass a criminal background check.

EXPERIENCE OF KNOWLEDGE PREFERRED: Instructional technology. Publishing. Journalism. Teaching experience. Event planning. Fundamental understanding of procedural and substantive criminal law and the operations of Texas criminal courts.

One or more years of experience as a staff attorney, criminal law practitioner, government lawyer, and/or a work history reflecting a commitment to public service.

ABOUT TMCEC: The Texas Municipal Courts Education Center (TMCEC) was formed in 1984 by the Texas Municipal Courts Association (TMCA) to provide extensive, continuing professional education and training programs for municipal judges and court personnel. TMCEC is financed by a grant from the Court of Criminal Appeals out of funds appropriated by the Legislature to the Judicial and Court Personnel Training Fund.

In 2006, TMCEC was incorporated as 501(c)(3) non-profit corporation exclusively for charitable, literary, and educational purposes of providing: (1) judicial education, technical assistance, and the necessary resource material to assist municipal judges, court support personnel, and city attorneys in obtaining and maintaining professional competence in the fair and impartial administration of criminal justice; and (2) information to the public about the Texas judicial system and laws relating to public safety and quality of life in Texas communities.

TMCEC conducts courses in various locations throughout the state to facilitate compliance by municipal judges with the Court of Criminal Appeals' order mandating continuing education on an annual basis. Courses are offered for judges, clerks, court administrators, bailiffs, warrant officers, and prosecutors. At this time, annual attendance at judicial education programs is not mandatory for court clerks, but is highly recommended.

Sponsoring more than 50 events annually, and providing professional and law-related education to more than 4,000 people, TMCEC is one of the largest organizations of its kind in the United States of America. TMCEC has an outstanding cadre of faculty members that consists of judges, attorneys, and other professionals from throughout the nation. TMCEC takes pride in the quality and content of its conferences and work product. It has earned the praise of judges, attorneys, policy makers, and court professionals throughout the Lone Star State.

Employment application is located at <http://www.tmcec.com/public/files/File/About%20Us/employment-application.pdf>

Resume and application may be submitted with cover letter by mail, email (tmcec@tmcec.com), or fax (512.435.6118). No telephone inquiries, please.