

Job Title	Judicial Services Director
Salary	\$48.67 - \$73.01 Hourly \$8,436.42 - \$12,654.67 Monthly \$101,237.00 - \$151,856.00 Annually
Job Type	Full-Time Regular
Location	712 South Stagecoach Trail, San Marcos, Texas
Department	Judicial Services

Description Benefits

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

The Director of Judicial Services is responsible for the overall management and supervision of the Judicial Services Department for Hays County. Responsibilities include policy and procedure development, development and implementation of short- and long-range goals, supervision of all staff, implementation and accountability of contracts, program development and evaluation, and extensive work with elected officials and other agencies. Ensures fairness and equity in the pretrial process, including enhancing transparency and procedural justice. Develops collaborative working relationships with key community justice stakeholders.

Responsibilities:

- Collaborates with the Hays County Judicial Services Governing Board.
- Oversees daily operations of the Judicial Services Department, ensuring the work of all staff is systematically evaluated; provides qualitative and quantitative measures of work performance.
- Ensures training and continuing education of new and current employees.
- Prepares annual operating budgets, including estimates of personnel, operating expenses; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Negotiates and contracts for drug/alcohol testing, location monitoring, substance abuse treatment, sex offender treatment, mental health treatment, and non-treatment pretrial placement
- Develops, implements, and evaluates programs, goals and department objectives and revises them to ensure effectiveness and compliance with established guidelines and standards, implementing best practices.
- Develops recommendations for the courts regarding eligibility for release on personal recognizance (PR) bond as well as specific conditions, if any, that should be made a requirement of release prior to trial, with the goal of setting the least restrictive conditions needed to protect public safety.
- Provides recommendations to the courts for determining whether someone qualifies for court appointed counsel.
- Oversees supervision of people released from custody on personal and surety bonds to assure compliance with conditions of release.
- Oversees the linking of individuals to voluntary resources necessary to successfully comply with conditions of release.

- Develops protocols to ensure risk is accurately identified and individuals are appropriately supervised based on public safety consideration, including a system for reassessing risk and supervision intensity while people are under supervision, and revising conditions as appropriate. Considers racial equity impact in the implementation of risk assessment tools.
- Ensures county personnel policies and procedures are adhered to.
- Develops and administers policies that ensure the effective operation of judicial services in the county as well as compliance with state and federal laws.
- Collects and maintains accurate demographic data and programmatic data on people served and share data with relevant County agencies in a timely manner.
- Manages and interpret program data and collection for weekly, monthly, or quarterly reports for ongoing evaluation of training needs and service gaps.
- Collaborates with Community and Criminal Justice stakeholders to provide rehabilitative opportunities to Pretrial defendants i.e., Mental Health, Alcohol/Drug, Housing, Employment, and Immigration services, among others.

Performs other duties as required.

Education and/or Experience:

- Bachelor's degree from an accredited college or university in Sociology, Psychology, Criminal Justice, Public Administration, or a related field. Master's degree preferred.
- A minimum of five (5) years of experience in the criminal justice or social services field with two (2) of those years in progressive management including supervising/directing programs, services, and staff.

Other Qualifications, Certificates, Licenses, Registrations:

- Valid Texas driver's license.