Sam Houston State University Human Resources

Staff Classification Description – Commission Coordinator

Skill Category: Technical/Para-Professional
Position (Employee) Class: 4N269 (N1)
Grade: 17
Date: 10/2014

Department: Texas Forensics State Commission

Educational & Experience Requirement: Bachelor’s Degree or equivalent in Political Science, Legal Studies, Forensic Science or related field. Master’s Degree preferred. Five years of legal support experience. Knowledge of Texas criminal procedure, open government laws, and forensic science accreditation and oversight system preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides a wide range of legal and administrative support to the Texas Forensic Science Commission members and the Forensic Science Commission Executive Director. Ensures efficient, effective and economical management of agency resources, including the agency’s budget allocation. Assists the Executive Director in conducting Commission investigations, screening complaints, and planning and executing statewide forensic development initiatives. Assists the Executive Director and Commissioners in responding to requests from the Texas Legislature.

Supervision Given & Received: Works under general direction and may supervise interns and support staff as assigned.

Primary Responsibilities: Provides administrative and legal support to the Texas Forensic Science Commission members and staff. Conducts legal research, drafts legal memoranda, and screens complaints from the public. Assists Forensic Science Commission Executive Director with all phases of investigations including document collection, management and review, presentation of information to Commission and report-writing. Assists with design and execution of statewide conferences and round table events. Serves as the Commission’s Public Information Officer. Responds to media inquiries. Responsible for agency’s document management system. Responds to requests from the Texas Legislature. Monitors state and federal legislation and related initiatives impacting forensic science in Texas. Interacts regularly with the directors of accredited crime laboratories in Texas. Manages the agency’s procurement and budget process. Monitors use of Commission funds. Responds to inquiries from members of the public including inmates and their families, the Innocence Project, prosecutors, law enforcement, defense counsel, and other stakeholders in the Texas criminal justice system. Directs all facets of the agency’s interaction with Sam Houston State University Administration. Manages the agency’s website. Assists with drafting and publication of agency’s annual report. Works collaboratively with forensic science subject matter experts in support of investigations. Coordinates travel plans in support of Commissioners and Forensic Science Commission Executive Director. Performs other related duties as assigned.

Other Specifications: Requires knowledge of the Texas Code of Criminal Procedure, the Texas Government Code, Texas state and federal court procedures/precedents, applicable state and federal regulations, agency rules, the legislative process, forensic science terminology, document management and effective investigative protocols. Strong organizational, legal writing, research and time management skills required. Ability to manage agency budget and procurement process required. Also requires effective use of office equipment and advanced technology including computer, copier, facsimile, phone system, electronic legal research software, MS Word, Excel, PowerPoint, document management programs, and website management. Requires advanced research and writing proficiency, including grammatical and compositional ability; critical thinking and problem-solving skills; information/data analysis; deductive reasoning; effective verbal and written communication skills; financial budgeting, monitoring and planning abilities; and strong independent judgment and initiative.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.
Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.