

**Supreme Court of Texas
Director of Public Affairs**

Serves as the primary liaison between the Supreme Court of Texas and the media. Prepares press releases and other written content for the Court and related entities. Manages and monitors the Court's social media accounts and content for the Court's web page. Advises other Court personnel on responding to media requests as appropriate and performs related work as assigned.

Responsible for managing the Supreme Court Update Paper of case summaries and publicizing Court and committee meetings and events. Assists with public information requests and job postings. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with coursework in English, public relations, communications, journalism, public administration, business administration, or a closely related field.
- Three years of public affairs, public information, communications, community outreach, or intergovernmental relations experience.

Preferred Qualifications:

- A law degree or graduate degree in public administration, public affairs, or public policy.
- Familiarity with civil appellate law, litigation, or the Texas judicial system.

Required Skills and Abilities:

- Excellent oral and written communication skills
- Ability to analyze issues, to work under pressure, and to meet close deadlines
- Excellent organizational skills
- Proficiency in standard word processing and spreadsheet office software
- Knowledge of common social media platforms
- Willingness to stay current on and learn new digital technologies

Annual Salary: \$95,000 - \$115,113

Send State of Texas application, resume, writing sample, and references to Sherma Clery via electronic mail at Sherma.Clery@txcourts.gov.

The Supreme Court of Texas is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by state or federal law.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. 30PX, 35PX, 46A, 46R, 46S, 46Z, 165X, PA, 03, 019, INF, 4302, 4305, 4502, 4505, 4531, 4591, 8055, MC, MGT13, 3N090.

Additional Military Crosswalk information can be accessed at:

<https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>