



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 8, 2015

Closing Date: Until Filled

Job Listing Identification Number: OCA-CPC-212-15-25

State Classification Number and Step: 3652/B28

State Job Title: Associate Judge

FLSA Status: Exempt Non-Exempt

Agency Job Title: Associate Judge

Location: Guadalupe County

Monthly Salary Range: \$7,589.74 – \$9,566.67

Type of Job: Full Time

Remarks:

Travel Required: Yes (40-50%) No

Job Description: Performs highly responsible judicial duties. Conducts hearings and recommends the orders and judgments to be made in child abuse and neglect cases under Chapter 262 and 263 of the Texas Family Code. Works under limited direction from the Presiding Judge of the administrative judicial region, with extensive latitude for the use of independent judgment in performing the assigned duties. Serves Guadalupe, Caldwell, Colorado, Gonzales, and Lavaca counties.

Note: Pursuant to Sec. 201.201(b) of the Family Code (effective September 1, 2015), the appointment of an associate judge for this position is for a four-year term from the date the associate judge is appointed and qualifies for office. The appointment for a term does not affect the at-will employment status of the associate judge.

Essential Job Functions:

- Conduct hearings in child protective services cases.
- Make findings of fact, formulate conclusions of law, and recommend orders to be rendered in cases filed under Chapters 262 and 263 of the Texas Family Code.
- Ensure that cases are completed within the time specified in Chapters 262 (Procedures in Suit by Governmental Entity to Protect Health and Safety of Child) and 263 (Review of Placement of Children) of the Texas Family Code.
- Supervise and evaluate the performance of the child protection court's court coordinator
- Prepare or supervise preparation of special and annual reports documenting the court's case dispositions and pertinent statistical analysis.
- Facilitate the expansion of CASA or similar programs into all counties within the area served by the court
- Adhere to Texas Disciplinary Rules of Professional Conduct and the Code of Judicial Conduct in performing duties.

Minimum Qualifications:

- Graduation from an accredited school of law.
- License to practice law in the State of Texas.
- To be eligible for appointment, a person must be a citizen of the United States, have resided in this state for the two years preceding the date of appointment, and be:
 - (1) Eligible for assignment under Section 74.054, Government Code, because the person is named on the list of retired and former judges maintained by the presiding judge of the administrative region under Section 74.055, Government Code; or
 - (2) Licensed to practice law in this state and have been a practicing lawyer in this state, or a judge of a court in this state who is not otherwise eligible under Subdivision (1), for the four years preceding the date of appointment.
- An associate judge appointed under this subchapter shall during the term of appointment reside in the administrative judicial region, or a county adjacent to the region, in which the court to which the associate judge is appointed. An associate judge appointed to serve in two or more administrative judicial regions may reside anywhere in the regions.
- Extensive knowledge of and practical experience in legal proceedings, trial procedures, and the laws of the State of Texas, specifically including matters arising under Chapters 262 and 263 of the Texas Family Code.
- Ability to conduct objective hearings, evaluate facts, apply knowledge of law to issues that arise in proceeding under Chapter 262 and 263 of the Texas Family Code.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled at a date and location to be determined by the Honorable Billy Ray Stubblefield, Presiding Judge, 3rd Administrative Judicial Region.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.