



OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

JOB VACANCY NOTICE

**Posting Date:** August 7, 2015

**Closing Date:** Until Filled

**Job Listing Identification Number:** OCA-212-15-33

**State Classification Number and Step:** 1048/B-21

**State Job Title:** Auditor IV

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Guardianship Compliance Specialist

**Location:** Austin, Houston, Laredo, San Antonio, Texas (3 Positions)\*

**Monthly Salary Range:** \$4,024.00-\$5,417.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Amended \*August 26, 2015

**Travel Required:**  Yes 25-60%\*  No

**Job Description:** Work primarily involves planning and conducting complex auditing reviews to ensure compliance with statutory requirements in guardianship cases for the guardianship compliance program within the Office of Court Administration (OCA). Reviews financial reports filed in guardianship cases to identify reporting deficiencies or concerns to protect the assets of the person under guardianship through proactive oversight for the courts. Specific duties include: examining, investigating, and reviewing records, and conducting compliance reviews. Duties will include working with local courts to provide information and assist with implementing best practices in managing guardianship estates. Work is performed under the limited supervision of the program manager with considerable latitude for independent judgment and use of initiative. The Compliance Specialist will perform other duties as assigned. Extensive travel will be required.

**Essential Job Functions:**

- Work with the assigned court to analyze guardianship cases and conduct compliance reviews for the courts to ensure compliance with statutory requirements.
- Identify guardianship well-being and financial exploitation concerns in violation of standards, statutes and rules to protect the assets of persons under guardianship.
- Review and gather financial documents including supporting documentation.
- Prepare for court review compliance review reports of findings, outline discrepancies, and recommend corrective actions.
- Conduct interviews of court personnel and pertinent witnesses as necessary to clarify information obtained.
- Provide testimony on compliance findings in meetings and legal proceedings as requested.
- Advise the court and other stakeholders on the requirements, compliance and noncompliance status, and recommend improvements as appropriate.
- Track and maintain compliance data and information to report to the courts and the OCA.
- Act as a liaison with the courts to enhance compliance with statutory requirements and best practices.
- Assist in educating the courts and the public by responding to inquiries and making speaking presentations to groups as needed regarding the compliance program.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff, working with the courts and the compliance team.
- Keep management appropriately informed of ongoing assignments and compliance reviews.

- Adhere to all Office of Court Administration (OCA) Personnel Policies and perform duties in accordance with the procedures and guidelines.

### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university with a major in criminal justice, accounting, financial planning, estates, law or a related field, plus three (3) years of experience in auditing, investigations, inspections, enforcement, and/or administration of a governmental regulatory program required.
- Additional experience directly related to job duties may substitute for education on a year-for-year basis.
- Working knowledge of word processing and spreadsheet applications is required.

### **Preferred Qualifications:**

- Ability to gather and report facts with a thorough knowledge of investigative methods.
- Knowledge of accounting and auditing methods and systems, including Generally Accepted Government Auditing Standards (GAGAS) and Generally Accepted Accounting Principles (GAAP).
- Ability to:
  - compose clear and concise audit reports and correspondence
  - gather and analyze accurate and relevant audit information
  - accurately complete and assemble audit working papers
  - communicate effectively
  - work on multiple cases simultaneously
  - establish and maintain positive, courteous and effective working relationships.
- Experience working with court records, procedures, and payment processes.
- Working knowledge of Microsoft Office Suite, including MS Word, MS Excel and MS Outlook, along with internet use for business related duties.
- Skill in using proper spelling, punctuation, sentence structure and grammar.
- Ability to interpret and explain rules and statutes, and to apply provisions of the law to individual cases.
- Working knowledge of Texas Estates Code, law proceedings and the associated legal documents.
- Excellent organizational skills with the ability to meet deadlines.

### **Employment Conditions:**

- Regular attendance required.
- Travel will be required.
- Must sit for extended periods of time.
- May talk on phone an extended period of time.
- Requires some lifting up to 15 pounds occasionally.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas drivers license required to operate a motor vehicle when conducting 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](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://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. 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.**