



# OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

## JOB VACANCY NOTICE

**Posting Date:** November 4, 2015

**Closing Date:** Open until filled.

**Job Listing Identification Number:** OCA-212-16-18

**State Classification Number and Step:** 1623/B29

**State Job Title:** Director IV

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Interim Chief Financial Officer

**Location:** Austin, Texas

**Monthly Salary Range:** \$3,849.56 - \$5,416.67

**Type of Job:**  Full Time  Part Time (50%)

**Remarks:** Temporary part-time position, 20 hours a week.

**Travel Required:**  Yes 5%  No

**Job Description:** Directs and manages all accounting, budgeting, purchasing, payroll, timekeeping, property inventory, human resources, and facilities management functions for the Office of Court Administration (OCA), including the Texas Indigent Defense Commission (TIDC). Oversees the Collections Improvement Program (CIP) Audit department. Directs and manages administrative and financial support functions for the State Prosecuting Attorney (SPA). Provides technical assistance to the state appellate courts and other judicial entities in their business operations, including consultation on budget development, internal accounting, financial management and reporting, purchasing, payroll, and human resources management. Coordinates activities for and provides consultation to the Council of Chief Justices, including coordination of legislative appropriation requests. Communicates and collaborates with agency management and staff to provide guidance and develop solutions to achieve agency goals. The chief financial officer reports directly to the administrative director and works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Conducts briefings and presentations to and works closely and cooperatively with the agency's constituency and collaborative groups, including the council of chief justices, the presiding judges of the administrative judicial regions, Texas Judicial Council, the clerks of the appellate courts, the legislative budget board, the comptroller of public accounts and various legislative committees and staff.
- Oversees timely and accurate preparation of all financial reports and budgets, including annual financial reports, annual operating and capital budgets, legislative appropriations requests, and grants reporting.
- Researches, analyzes, and interprets financial information and makes recommendations to administrative director based on the analyses.
- Oversees all accounting functions of the agency and ensures agency compliance with applicable laws and standards.
- Oversees all budget functions of the agency and ensures agency compliance with applicable laws and standards.
- Oversees all procurement and inventory functions for the agency and related entities and ensures agency compliance with applicable laws and standards.
- Oversees human resources and ensures agency compliance with applicable laws and standards.
- Oversees the Collection Improvement Program (CIP) Audit department.

- Manages agency staff in Finance and Operations division, including the Collections Improvement Program (CIP) Audit department.
- Facilitates agency strategic planning efforts for OCA, including development and maintenance of agency strategic planning structure and performance measures.
- Coordinates preparation of performance measures for the Office of Court Administration and the State Prosecuting Attorney, and submits quarterly and annual performance measures reports, as required. Assists courts of appeals with performance measures definitions, including communication with the Legislative Budget Board concerning proposed changes to measures.
- Monitors and provides financial information related to statewide e-Filing, including the maintenance of local court cost reports from counties.
- Coordinates with the administrative director and other executive staff on legislative issues; reviews all fiscal notes prepared by agency personnel.
- Consults with agency staff and other interested parties on financial issues related to the judicial branch in Texas, including court costs, fines and fees; appropriations to Article IV courts and agencies, including the Comptroller's Department, Judiciary Section; and judicial compensation.
- Performs related work as assigned.

**Minimum Qualifications:**

- Bachelor's degree in accounting, finance or business related field from an accredited college or university.
- Eight years of progressively responsible experience managing and directing financial operations, at least five of which must be at a senior management level.
- Additional experience relevant to the position requirements may substitute for education on a year-for-year basis.
- Experience with Microsoft Excel and Word.

**Preferred Qualifications:**

- Master's degree in accounting, finance or business related field from an accredited college or university.
- Currently licensed as a certified public accountant in the State of Texas.
- Five years of experience in state government.
- Experience with State of Texas legislative and appropriations processes.
- Experience with Texas courts.
- Knowledge of and experience with the state Uniform Statewide Accounting System (USAS) and the Automated Budget Evaluation System of Texas (ABEST).
- Knowledge of and experience with the Centralized Accounting, Payroll and Personnel System (CAPPS).
- Experience interacting with elected officials or appointed board members.
- Experience making presentations.
- Experience researching information and preparing concise reports.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 36A, 31, 3404, 65FX. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD#214 must be submitted with the completed State of Texas Application in order to receive preference.

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.**