



## OFFICE OF COURT ADMINISTRATION

Megan LaVoie  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** June 22, 2022

**Closing Date:** Until Filled

**Job Listing Identification Number:** 15368035

**State Class. No. and PayGroup:** A212/E28

**State Job Title:** Associate Judge

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Associate Judge

**Location:** Wichita, TX

**Monthly Salary Range:** \$10,500.00

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

**Remarks:**

**Travel Required:**  Yes 50%  No

#### Job Description:

The primary duty of this position is to conduct hearings in Title IV-D child support cases. Works under limited direction from the Presiding Judge of the 8th Administrative Judicial Region, with extensive latitude for the use of independent judgment in performing the assigned duties. Serves Archer, Clay, Cooke, Eastland, Jack, Montague, Palo Pinto, Parker, Stephens, Wichita, Wise and Young counties.

Note: Pursuant to Sec. 201.101(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:

- Performs highly responsible hearing officer and legal duties.
- Conducts hearings in Title IV-D child support cases.
- Makes findings of fact, formulates conclusions of law and recommends/renders orders in Title IV-D cases.
- Ensures cases are completed within the time specified in Chapter 201, Subchapter B of the Texas Family Code.
- Supervises and evaluates the performance of the Title IV-D court coordinator in the associate judge's office.
- Adheres 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:
- 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
- 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, is located. 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.

#### Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.

#### Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

250X, LGL10, 04, 4402, 51JX, 27, 44, 51

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

#### To Apply:

**All applications for employment with the Office of Court Administration must be submitted electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com).** Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

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, religion, sex, national origin, age or disability in employment or in 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 to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.