



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: December 3, 2014

Closing Date: Open Until Filled

Job Listing Identification Number: OCA-IVD-212-15-07

State Classification Number and Step: 3652/B28

State Job Title: Associate Judge

FLSA Status: Exempt Non-Exempt

Agency Job Title: Associate Judge

Location: Fort Bend County (covers Austin, Bastrop, Fort Bend, Matagorda, and Wharton counties)

Monthly Salary Range: \$7,589.74

Type of Job: Full Time Part Time

Remarks:

Travel Required: Yes 20% 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 2nd Administrative Judicial Region, with extensive latitude for the use of independent judgment in performing the assigned duties.

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:
 - (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, 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:

- Must sit for extended periods of time.
- Required to operate motor vehicle to conduct court business.
- Must have a valid Texas driver's license.

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 Presiding Judge Olen Underwood.

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, 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.