



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: May 26, 2022

Closing Date: Until Filled

Job Listing Identification Number: 15321196

State Class. No. and PayGroup: 1574/B21

State Job Title: Program Specialist V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Court Services Consultant

Location: Austin, TX

Monthly Salary: \$5,833.34 - \$6,083.34

Type of Job: Full Time Part Time

Remarks: *Salary commensurate with experience.*

Travel Required: Yes 5% No

Job Description:

This position works in the Judicial Information section of the Research and Court Services Division which is responsible for analyzing and presenting data for judicial branch issues and initiatives. The position is a full-time temporary position, with funding up to two years.

Performs highly advanced consultative and technical assistance work related to Texas courts and caseload activity. Consults with and provides technical assistance on court administration matters to judges, clerks, court personnel, and other county officials and staff, with primary emphasis on case management and caseload backlogs as a result of the COVID-19 pandemic. Conducts caseload management system reviews in district, county-level, municipal, justice of the peace and specialty courts. Assists courts in developing and implementing improved caseload management systems. Provides caseload management training. Develops and implements court improvement projects and programs. Markets the Office of Court Administration's (OCA's) technical assistance services, case management review services, and court improvement projects and programs. Assists in OCA's clearinghouse function by providing information on innovative court programs in Texas and other states. Identifies emerging problems and trends in judicial administration.

Essential Job Functions:

- Provides technical assistance and consulting services to judges, clerks, court personnel, and other county officials and staff on court administration matters, with primary emphasis on caseload management.
- Conducts caseload management reviews in Texas courts.
- Provides training on caseload management.

- Develops and implements projects and programs designed to improve the administrative operation of the courts or to increase the accessibility of the courts.
- Markets OCA's technical assistance and consulting services, case management review services and court improvement projects and programs.
- Assists in OCA's clearinghouse function by providing information on best practices and innovative court programs in Texas and other states.
- Identifies emerging problems and trends in judicial administration.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited college or university with major course work in business administration, court administration, public administration, or related field.
- Working knowledge of judicial system issues and operations.
- Three or more years of experience in court administration or court management.
- Excellent oral and written communication skills.
- Ability to work independently with high-ranking public officials as well as elected officials.
- Ability to prepare visually stimulating charts, graphs and reports.
- Proficient in Microsoft Office suite of applications.

Preferred Qualifications:

- Experience working with judges, court personnel, and government officials.
- Experience in project development, implementation, and monitoring.

Employment Conditions:

- Operates standard office equipment.
- May operate a motor vehicle to conduct agency business.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

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.

641X, 8005, OSS,

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through 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.