



OFFICE OF COURT ADMINISTRATION

Megan LaVoie
Administrative Director

JOB VACANCY NOTICE

Posting Date: August 9, 2022

Closing Date: Until Filled

Job Listing Identification Number: 15466600

State Class. No. and PayGroup: A15/0156

State Job Title: Administrative Assistant IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Administrative Assistant (Front Desk)

Location: Austin, TX

Monthly Salary: \$3,600.00 – 4,000.00

Type of Job: Full Time Part Time

Remarks: *Salary commensurate with experience.*

Travel Required: Yes No

Job Description:

This position serves as the "First Impressions Officer" (receptionist) for the agency while also providing administrative assistance in the Finance and Operations Division of the Office of Court Administration. Primary duties involve mail management, payment documentation and distribution, word-processing, routine data-entry, and submitting requisitions. May perform other duties as assigned to maintain efficient agency operations. Reports to the Deputy Chief Financial Officer and works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Greets visitors and directs them to the proper agency staff or department.
- Answers the agency's main telephone line in a professional, service-oriented manner and either answers routine questions, takes messages, or routes calls to the proper agency staff or department.
- Receives fax transmissions via email and distributes to proper agency staff or department.
- Provides information and customer service to staff, stakeholders, and agency management in the daily operations of the agency.
- Assists with mail management by providing guidance to staff on mail procedures (e.g. labels, certified mail, delivery services), monitoring postage balances, and maintaining adequate mail supplies.
- Provides daily mail support, which includes date-stamping, sorting, logging and uploading invoices and travel vouchers, distributing mail, and maintaining confidentiality.
- Provides daily cash receipts support, which includes deposit-stamping, sorting, logging, and distributing documentation.
- Receives and signs for packages at the front desk; then contacts appropriate staff for pick-up.
- Performs, uploads, and distributes daily downloads of Comptroller SFTP files.

- Performs payment DAFR processing, which may include: updating tracking logs; notifying Accounts Payable of discrepancies; uploading payment vouchers to CAPPs; and mailing warrants.
- Provides administrative support for Finance and Operations, which may include entering CAPPs requisitions; assisting with shared mailbox administration; routine data-entry; assisting with the preparation of travel and/or purchase vouchers.
- Assist Senior Accountant with retrieving grant related documents.
- Submits minor maintenance requests through Texas Facilities Commission portal.
- May assist with the coordination of meetings, preparation of meeting materials, and set-up/tear-down of meeting spaces.
- Maintains the Front Desk Manual (includes procedures and reference resources).
- Coordinates with agency staff to ensure coverage of receptionist phone and desk.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from high school or GED.
- Three years of experience performing advanced administrative assistance.
- Working knowledge of Microsoft Outlook, Word and Excel.

Preferred Qualifications:

- Experience working for a state agency or judicial entity.
- Experience working with a wide variety of internal and external customers, including senior level management and/or judicial officers.
- Experience working in the Centralized Accounting, Payroll and Personnel System (CAPPs).
- Experience using Microsoft SharePoint.
- Some college.

Knowledge, Skills & Abilities

- Knowledge of professional office principles, practices, and procedures.
- Knowledge of spelling, grammar, and punctuation.
- Skill in the use of office equipment, computers, and software applications in a windows environment.
- Skill in exercising courtesy, tact and diplomacy in all communications (written and verbal).
- Skill in establishing and maintaining effective working relationships with management, co-workers, other agencies, and the public.
- Ability to follow brief oral and/or written instructions.
- Ability to work independently and as part of a team.
- Ability to multi-task and complete assigned work on time, proficiently, and with infrequent errors.
- Ability to maintain confidentiality.
- Ability to work in the office Monday through Friday on a pre-determined schedule.

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.

0100, F&S, 0111, PERS, 3F5X1

Additional Military Crosswalk information can be accessed at

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

To Apply:

Thank you for your interest in working at the Office of Court Administration. Please submit a State of Texas Application (using this [application](#) and [supplement](#)) to be considered for employment at the OCA. Once completed, please email your State of Texas application to OCACareers@txcourts.gov. All positions posted with the Office of Court Administration may be found on the Work in Texas website. For questions you may have about our positions or how to apply, please email the OCA Careers team at OCACareers@txcourts.gov.

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.