



Austin American-Statesman  
statesman.com

Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 01/16/2024

**Job Listing Identification Number:** 00039320

**State Job Title:** Program Specialist VI

**Agency Job Title:** Policy and Reporting Specialist

**Monthly Salary:** \$6,250.00 - \$7,083.34

**Remarks:** Salary commensurate with qualifications and experience.

**Closing Date:** 01/30/2024

**State Class. No. and Pay Group:** 1575/B23

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Location:** Austin, TX

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

**Travel Required:** ☒ Yes 10% ☐ No

### Job Description:

The Policy and Reporting Specialist works in the Data and Research Division, which is responsible for maintaining judicial information and analyzing and presenting data for judicial branch issues and initiatives. Reports to the Division Director and works closely with the Chief Data Officer. Performs highly advanced (senior-level) consultative services and technical assistance work related to Texas courts and reporting activity. Work involves planning, developing, implementing division programs, policies, and procedures. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Provides advanced technical and consultative assistance to program and agency staff, courts and clerks, and other external stakeholders by interpreting and explaining reporting rules, procedures, and court processes.
- Assists in developing procedures and definitions for collection of data from the courts, including gathering input from clerks and other external stakeholders.
- Maintains communication with District and County Clerks, Justice of the Peace and Municipal courts to stay informed of current reporting trends and education needs.
- Proactively engages and collaborates in assigned special projects.
- May participate in the work of committees, task forces, and other entities focused on the collection and use of judicial branch data.
- Analyzes legislation to assess impact and develop recommendations for policy in programmatic issues relating to the implementation of new reporting requirements for clerks and courts.
- Assists in identifying key data quality and reporting issues and developing strategies to improve data quality.
- Responds or assists in responding to inquiries and requests for information.
- Assists with preparing reports, presentations, instructions, educational materials, procedures, webpage content, and similar materials.
- May conduct presentations or training on division programs and reporting requirements.
- May train and guide work for other division members.
- Performs related work as assigned and complies with all OCA policies.

### Minimum Qualifications:

- Experience in related field

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment. Experience and education may be substituted for one another
- Five years of progressively responsible experience working with customers or the public.
- Proficient in Microsoft Office Suite.

#### **Preferred Qualifications:**

- Experience in working with judges, clerks, court personnel, and other government officials.
- Direct experience and knowledge of OCA's reporting requirements and procedures.
- Experience using database applications such as case management systems (e.g., entering data, running reports).
- Experience with the Texas judicial system.

#### **Knowledge, Skills, and Abilities (KSAs)**

- Ability to communicate professionally in writing and orally and to translate complex information into common terms.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.
- Ability to work effectively with a wide variety of internal and external customers.
- Ability to work and communicate remotely.

#### **Employment Conditions:**

- Regular attendance required.
- Must sit for extended periods of time.
- Valid Texas Driver's license required to operate a motor vehicle to conduct agency business.

#### **Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: No military equivalent, Navy: OS-Operations Specialist, Coast Guard: OS-Operations Specialist, Marine Corps: No military equivalent, Air Force: 8U000-Unit Deployment Manager, Space Force: No military equivalency.

Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed

at: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

#### **To Apply:**

All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on [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.