



Austin American Statesman  
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Office of Court Administration  
Megan LaVoie, Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** 04/05/2024

**Job Listing Identification Number:** 00041172

**State Job Title:** Program Specialist V

**Agency Job Title:** Court Services Consultant - Clerk

**Monthly Salary:** \$5,590.84 - \$6,250.00

**Closing Date:** Until filled

**State Class. No. and Pay Group:** 1574/B21

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, TX

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

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 15%  No

The Court Services Consultant is responsible for Consulting with and providing technical assistance on court administration matters to judges, clerks, court personnel, and other county officials and staff, with primary emphasis on case management. This position provides caseflow management system reviews in district, county-level, and for specialty courts. This role also assists courts in developing and implementing improved caseflow management systems and provides caseflow management training and markets the Office of Court Administration's (OCA's) technical assistance services, case management review services, and court improvement projects and programs. The Court Services Consultant will assist in OCA's clearinghouse function by providing information on innovative court programs in Texas and other states and help identify emerging problems and trends in judicial administration.

#### Job Description:

Performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, implementing, and providing consultative and technical work and training to various members of courts and clerk's offices across Texas. May serve as a lead worker providing direction to others. Works under limited supervision of agency division director for Court Services, with considerable latitude for the use of initiative and independent judgment.

#### 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 caseflow management.
- Conducts caseflow management reviews in Texas courts.
- Provides training on caseflow 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.
- Assists with required data reporting.

- Develops webinars, reports and other training resources to assist courts and clerk's offices in judicial administration.
- Analyzes and monitors court and clerk-related legislation during legislative years.
- 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; may substitute closely related experience for the required education on a year-for-year basis.
- Three years of experience as a clerk, in court administration, or court management.

**Preferred Qualifications:**

- Experience working with judges, court personnel, and/or government officials.
- Experience in project development, implementation, and monitoring.
- Experience providing training or developing training programs.

**Employment Conditions:**

- Operates standard office equipment.
- Performs sedentary office work.
- Must sit for extended periods of time.
- May be required to move equipment or other materials weighing up to 20 pounds.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

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

- Knowledge of judicial system issues and operations.
- Excellent oral and written communication skills.
- Ability to work independently with high-ranking public officials as well as elected officials.
- Skill and proficiency in Microsoft Office Suite.

**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. 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 equivalent. Additional military crosswalk information as it is related to this position may be found by visiting the following:

[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.