



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

Job Posting

Posting Date: November 4, 2024

Closing Date: November 18, 2024

Job Listing Identification Number: 00046225

State Class. No. and Pay Group: 1622,23/B28,29

State Job Classification: Director III-IV (DOQ)

FLSA Status: Exempt Non-Exempt

Functional Title: JBCC Director

Location: Austin, TX

Monthly Salary: \$10,000.00 - \$12,000.00 (monthly)

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes - 25%

Job Description:

This position serves as the Director for the Judicial Branch Certification Commission (JBCC) and reports directly to the Administrative Director for the Office of Court Administration.

The JBCC oversees the certification, registration, and licensing of Court Reporters and Court Reporting Firms, Guardians, Process Servers, Licensed Court Interpreters, Guardianship Programs, and the Registration of Guardianships throughout the State of Texas.

This position performs advanced to highly advanced (senior-level) managerial work providing oversight, direction and guidance for the strategic operations and planning for the JBCC. Work involves overseeing the strategic plan for the JBCC Division; coordinating the planning and initiation of projects at various levels of completion; establishing the strategic direction, goals and objectives for the division; coordinating and evaluating program activities and communicating with stakeholders, management, and other relevant parties, including legislative staff and the public. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement.

Essential Job Functions:

- Serves as the Director for the Judicial Branch Certification Commission (JBCC).
- Oversees the operations and development of the JBCC, including state licensing, exams, and various certification programs within the Judicial Branch.
- Oversees the development of budgets, schedules, work plans, resource requirements, and cost estimates and projections.
- Directs, develops, and evaluates JBCC projects using accepted management methodologies.
- Coordinates activities with other state agencies, courts, clerks, governmental jurisdictions, or private sector partners and contractors.
- Develops and implements effective techniques for evaluating JBCC programs and projects within the JBCC Division.
- Analyzes trends; coordinates with other agency leadership members to identify risks, issues, and opportunities for improvement, designs strategies to mitigate or avoid future risks within the JBCC division.

- Consults with other agency divisions, judicial branch entities, and other agencies regarding issues related to the JBCC.
- Represents the JBCC and the OCA at meetings, hearings, trials, conferences, and seminars or serve on boards, panels, and committees.
- Performs related work as assigned and complies with all OCA policies and procedures.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in management, business administration, public administration or in a related field. Experience and education may be substituted for one another.
- Three (3) years of experience in program planning, implementation and technical administration, including demonstrated managerial/supervisory experience.
- Experience managing diverse and complicated projects in relevant areas of the assignment.

Preferred Qualifications:

- Master's degree in business administration, public administration or a related field.
- Five (5) years of experience providing program planning, implementation and technical administration, including demonstrated managerial/supervisory experience.
- Experience interacting with elected officials or appointed board members.
- Experience delivering presentations.
- Experience researching information and preparing concise reports.
- Experience working with the Texas Judiciary.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of local, state, and federal laws and regulations relevant to program activities and/or business functions; and the principles and practices of public administration and management.
- Skill in establishing plans and setting objectives and goals that support an overall business strategy.
- Ability to direct and organize program activities and/or business functions; to establish goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.

Employment Conditions:

- Standard sedentary working conditions.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – no military equivalent; Navy – 641X – LDO Administration; Coast Guard – SEI15 – Enterprise Policy, Planning, Budget and Management; Marine Corps – 8003 – General Officer; Air Force – 10C0 – Operations Commander;

Space Force – no military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, 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 [CAPPS Careers](#) and can be viewed on 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.