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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 01/14/2025

**Job Listing Identification Number:** 00047456

**State Job Classification:** Associate Judge

**Functional Title:** Associate Judge–Child Protection Court

**Monthly Salary:** \$10,500.00

**Remarks:** *Serves Comal and Hays Counties.*

**Closing Date:** 01/28/2025

**State Class. No. and Pay Group:** A212/E28

**FLSA Status:**  Exempt  Non-Exempt

**Location:** New Braunfels, TX

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

**Travel Required:**  Yes 25%  No

### Job Description:

The primary duty of this position is to conduct hearings and recommends the orders and judgments to be made in child abuse and neglect cases under Chapter 262 and 263 of the Texas Family Code. Works under limited direction from the Presiding Judge of the 3<sup>rd</sup> Administrative Judicial Region, with extensive latitude for the use of independent judgment in performing the assigned duties. Serves Comal and Hays Counties.

Note: Pursuant to Sec. 201.101(b) of the Family Code (effective September 1, 2015), the appointment of an associate judge for this position is for a four-year term from the date the associate judge is appointed and qualifies for office. The appointment for a term does not affect the at-will employment status of the associate judge.

### Essential Job Functions:

- Performs highly responsible hearing officer and legal duties.
- Conduct hearings in Child Protective Services cases.
- Make findings of fact, formulate conclusions of law, and recommend orders to be rendered in cases filed under Chapters 262 and 263 of the Texas Family Code.
- Ensure that cases are completed within the time specified in Chapters 262 (Procedures in Suit by Governmental Entity to Protect Health and Safety of Child) and 263 (Review of Placement of Children) of the Texas Family Code.
- Supervise and evaluate the performance of the child protection court's court coordinator
- Prepare or supervise preparation of special and annual reports documenting the court's case dispositions and pertinent statistical analysis.
- Facilitate the expansion of CASA or similar programs into all counties within the area served by the court
- Adhere to Texas Disciplinary Rules of Professional Conduct and the Code of Judicial Conduct in performing duties.

**Minimum Qualifications:**

- Graduation from an accredited school of law.
- License to practice law in the State of Texas.
- To be eligible for appointment, a person must be a citizen of the United States, have resided in this state for the two years preceding the date of appointment, and be:
- Eligible for assignment under Section 74.054, Government Code, because the person is named on the list of retired and former judges maintained by the presiding judge of the administrative region under Section 74.055, Government Code; or
- Licensed to practice law in this state and have been a practicing lawyer in this state, or a judge of a court in this state who is not otherwise eligible under Subdivision (1), for the four years preceding the date of appointment.
- An associate judge appointed under this subchapter shall during the term of appointment reside in the administrative judicial region, or a county adjacent to the region, in which the court to which the associate judge is appointed, is located. An associate judge appointed to serve in two or more administrative judicial regions may reside anywhere in the regions.
- Extensive knowledge of and practical experience in legal proceedings, trial procedures, and the laws of the State of Texas.

**Employment Conditions:**

- Operates standard office equipment.
- Performs sedentary office work.
- Must sit for extended periods of time.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.
- Regular attendance required.
- Travel will be required.
- May talk on phone an extended period of time.
- Requires some lifting up to 15 pounds (this may vary) occasionally.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. There is no Military Crosswalk relevant to this position. 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\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**To Apply:** All applications for employment with the Office of Court Administration may be submitted electronically through [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.