



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

Job Posting

Posting Date: September 5, 2025

Job Listing Identification Number: 00052565

State Job Classification: Program Specialist III-IV

Functional Title: Regional Data Coordinator

Monthly Salary: \$5,000.00 - \$5,833.34

Remarks: Salary commensurate with experience.

Serves Lee County, Brazos County, Orange County, Trinity County and other surrounding counties.

Closing Date: September 19, 2025

State Class. No. and Pay Group: 1572/B19, 1573/B20

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: [Administrative Judicial Region 2](#)

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes up to 35% ☐ No

Job Description:

The Office of Court Administration (OCA) is launching a new initiative to support Texas counties in accurate, timely, and consistent state court reporting. The Regional Data Coordinator reports to the Policy & Reporting Manager (Program Manager). The position performs complex (journey-level/senior level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. Works under general or limited supervision, depending on experience, with moderate latitude for the use of initiative and independent judgment.

This role is critical in ensuring data integrity across Texas courts by providing direct assistance, training, and technical support to district and county clerks' offices, justice courts, and municipal courts. The Regional Data Coordinator will work in collaboration with local jurisdictions and their case management system vendors to improve reporting practices and system functionality.

Essential Job Functions:

- Serve as the primary OCA reporting liaison to clerks, judges, and court staff in the assigned judicial region.
- Provide updates, assistance, and necessary reports to the administrative judges in the designated regions.
- Conduct periodic and as-needed data quality reviews to assess OCA state reporting accuracy.
- Assist in validating case level data and the transition to the court analytics tool.
- Attend and provide presentations at regional meetings for clerks, judges and court staff when requested.
- Develop regular scheduled reviews of data and contact with clerks to foster a positive experience of collaboration, trust, and resolution.
- Identify inconsistencies or gaps in court data and offer tailored guidance to resolve issues.
- Provide training and technical assistance to clerks, judges, and court staff on reporting procedures and best practices.

- Assist jurisdictions with transitions to new case management systems or changes in personnel.
- Collaborate with system vendors to optimize reporting capabilities and data integrity.
- Maintain confidentiality of sensitive court data and ensure all activities align with legal and regulatory standards.
- Document findings and recommendations and share results with the Presiding Judge of the Region and OCA leadership.
- Performs related work as assigned and complies with all OCA policies and procedures.

Minimum Qualifications:

- Bachelor's degree in public administration, criminal justice, legal studies, information systems, or related field. Experience and education may be substituted for one another.
- Two (2) years of experience working with OCA state court reporting, court clerk operations, or similar judicial data systems.
- Experience with clerk and/or court case management systems and reporting processes in Texas courts.
- Experience with the Texas judicial system.

Additional minimum qualifications for Program Specialist IV:

- Three (3) years of progressive experience in a court, clerk office, or related judicial office working with customers, the public, or other court personnel.

Preferred Qualifications:

- Direct experience with the Office of Court Administration's reporting requirements and procedures.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of local, state, and federal laws related to the Texas judicial system; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.
- Skill in identifying measures or indicators of Texas judicial reporting performance and the use of a computer and applicable software.
- Strong communication, analytical, and problem-solving skills
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate and interpret policies and procedures; to communicate effectively; and to serve as a lead worker providing direction to others.
- Ability to travel regularly within the assigned region (up to 35%) including overnight stays.
- Ability to work independently in a remote setting while managing regional responsibilities.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.

Employment Conditions:

- Regular attendance required.
- Travel will be required, to attend meetings, provide site visits and other in-person activities within the assigned administrative region.

- Regular remote working conditions are expected with this position.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May operate a motor vehicle to conduct agency business.
- May require some lifting, up to 20 pounds.

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 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.