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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: December 19, 2025

Job Listing Identification Number: 00053727

State Job Classification: Program Management
Specialist III

Functional Title: Texas Business Court Liaison

Monthly Salary: \$9,166.67 - \$10,000.00

Remarks: Salary commensurate with qualifications
and experience.

Closing Date: January 10, 2026

State Class. No. and Pay Group: 1672 / B27

FLSA Status: X Exempt Non-Exempt

Location: Statewide - Texas

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes, up to 35% ☐ No

Job Description:

Performs highly complex (senior-level) management specialist work involving developing, coordinating, implementing, and overseeing Texas Business Court programs; planning resources; monitoring budgets; and providing consultative services and programmatic assistance to management and Texas Business Court personnel at all levels, including Texas Business Court Judges, various state and local agencies and other stakeholders. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

Essential Job Functions:

- Serves as hands-on liaison between the Texas Business Court and the Office of Court Administration (OCA), working closely with Texas Business Court judges and Texas Business Court staff and all levels of OCA staff and communicates regularly with internal and external stakeholders, and others.
- Works closely with the OCA at various leadership levels to identify Texas Business Court program requirements, establish methodologies and to measure effectiveness of Texas Business Court initiatives; and identifies program gaps and proposes improvements or enhancements as needed.
- Responsible for the planning, development, implementation, and documentation of business processes related to Texas Business Court programs, operations, initiatives or services, including processes requiring departmental or cross-functional teams focused on the delivery of new or existing processes.
- Facilitates and maintains relationships between internal and external stakeholders, vendors, internal divisions/departments and agency leadership to achieve performance goals, contract compliance, customer satisfaction, and quality service delivery.
- Coordinates with OCA divisions/departments to achieve complex cross-functional program outcomes consisting of multiple work streams and works directly with external stakeholders to launch high visibility partnerships and programs.
- Ensures program decisions are made in accordance with specific program requirements; other applicable rules, policies, and procedures, including the strategic objectives of the OCA and the Texas Business Court.

- Conducts training and provides guidance to staff in the development and integration of new or revised methods and procedures.
- Analyzes performance data to ensure compliance with Texas Business Court programs policies and procedures.
- Assists in the development and implementation of effective techniques for program evaluation.
- Performs other work as assigned and complies with all OCA policies and procedures.

Minimum Qualifications:

Must be met at the time of applying.

- Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred. Experience and education may be substituted one for the other.
- Three (3) years of experience in court operations or legal environment in the United States.
- Experience providing program or project management.
- Experience with analyzing, improving and optimizing business processes.
- Experience with liaising and communicating with both internal and external stakeholders.

Preferred Qualifications:

- Five (5) years of progressively responsible experience in court administration or oversight of judicial operations or programs in Texas.
- Experience setting up new courts.
- Experience with electronic case management systems.
- Experience establishing new programs, projects, policies, and/or businesses.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of project/program management theories and practices; project/program cost estimates, monitoring, and scheduling; systems and procedures used to evaluate project/program performance; and local, state, and federal laws and regulations relevant to the administration of the project/program undertaken.
- Knowledge of change management practices and techniques.
- Proficiency in project/program development, management, resource allocation, and budgeting; and use of applicable computer software.
- Ability to lead and motivate others, to monitor project/program status, to prepare and/or analyze project cost estimates, to exercise sound judgment in making critical decisions, to analyze project/program-related information including developing plans to address issues and risks, to prepare reports and charts, to communicate effectively orally and in writing.
- Ability to identify innovative ways to solve problems and to supervise the work of others.

Employment Conditions:

- Regular attendance required during normal working hours of Monday – Friday, 8am-5pm.
- Must have flexibility to work past 5 pm when needed.
- Regular travel will be required. Valid Texas driver's license required.

- Must sit for extended periods of time.
- Operates standard office equipment and software.

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. Military Crosswalk include: Navy: BU; Coast Guard: SEI16; Marine: 2611; Air Force: 3D0X2; Space Force: 63A. 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.