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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** May 21, 2026

**Job Listing Identification Number:** 00058487

**State Job Title:** Executive Assistant II

**Functional Title:** Executive Assistant

**Monthly Salary:** \$4,833.34 - \$5,250.00

**Remarks:** Salary commensurate with qualifications and experience.

**Closing Date:** June 4, 2026

**State Class. No. and Pay Group:** 0162/B19

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, TX

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

**Travel Required:**  Yes 5%  No

### Job Description:

Provides highly complex (senior-level) administrative support work for the Court Services Division. Work involves providing executive administrative support for the division and Division Director, children's courts, answering and routing phone calls and written correspondence with a variety of stakeholders, disseminating information, maintaining filing systems, extensive calendaring, and performing internal administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Helps to coordinate day-to-day activities, manages travel itineraries, coordinates travel, and completes expense reports for Division Director. Will also provide administrative support to other division staff as needed.
- Helps design presentation materials for Division based on supplied content.
- Prepares notes and/or minutes for meetings, committees, and other work sessions.
- Prepares and designs handouts and reference materials promoting division programs and work products.
- Coordinates the management of schedules and leave time for division staff.
- Coordinates and edits reports and other complex narratives from division.
- Performs complex administrative support; prioritizes and completes tasks accurately in a timely manner, while maintaining a high level of professionalism and providing efficient and effective customer service.
- Schedules meetings and conferences with both internal and external stakeholders. Handles details of meeting materials, travel, expenses, meals and refreshments, and other logistics involved in meeting planning.
- Develops and maintains filing, record-keeping, and records management systems.
- May occasionally assist with staffing vendor table at conferences to promote OCA resources and programs.
- Assists with logistics of recruiting, onboarding and offboarding division personnel.
- Prepares purchase requisitions in CAPPs to procure commodities and services for all Children's Courts and Court Services. Responsible for collecting and submitting receiving reports for all orders received.

- May periodically rotate with other agency administrative staff to assist with front reception desk coverage as necessary.
- Performs related work as assigned and complies with all OCA policies and attends work regularly in compliance with agreed-upon work schedule.

**To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.**

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major course work in business administration or a field relevant to the assignment. Experience and education may be substituted for one another.
- Two years of full-time administrative experience.
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, etc.)

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university.
- Experience delivering administrative assistance work in a State of Texas agency.
- Experience working with Texas courts and/or court personnel.
- Experience overseeing and building successful teams.
- Experience creating requisitions in CAPPS Financials.
- Completion of Basic Texas Purchaser course.
- Experience supporting senior leadership in a fast-paced environment.
- Experience demonstrating discretion and adaptability.

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

- Knowledge and general understanding of State of Texas procurement rules.
- Knowledge of National Institute of Governmental Purchasing (NIGP) codes and Comptroller Object Codes.
- Strong team player skills.
- Excellent communication skills, verbal and written.
- Strong organizational, time management, planning, and multitasking skills.
- Ability to work with minimal supervision.
- Ability to provide reliable, and dependable customer service.
- Strong ability to multi-task and work independently, as well as collectively.
- Ability to problem-solve.
- Ability to think independently.

**Employment Conditions:**

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 15P-Aviation Operations Specialist, Navy: AZ-Aviation Maintenance Administration, Coast Guard: YN-Yeoman, Marine Corps: 0100-Basic Personnel and Administration Marine, Air Force: 3F5X1-Administration, Space Force: No military equivalency. 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\\_AdministrativeSupport.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.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.