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Office of Court Administration  
Megan LaVoie, Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** July 7, 2026

**Closing Date:** July 21, 2026

**Job Listing Identification Number:** 100413

**State Class. No. and Pay Group:** 1575/B23

**State Job Title:** Program Specialist VI

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Children’s Courts Liaison

**Location:** Statewide

**Monthly Salary:** \$7,212.41 - \$7,666.67

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

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes 25%  No

This position will assist in the administration and the daily operations and activities for the Office of Court Administration’s (OCA) Children’s Courts Program, consisting of Child Support Courts (CSCs) (43 courts, 43 associate judges and 43 court coordinators) and Child Protection Courts (CPCs) (30 active courts, 30 associate judges and 29 court coordinators). This position will provide extensive hands-on program management, including gathering information and facilitating the sharing of information among the Children’s Courts, reviewing case processing and making recommendations for programmatic best practices. This position will also develop and implement training events for Children’s Courts staff sponsored by OCA or done in partnership with the Texas Center for the Judiciary and the Supreme Court’s Permanent Judicial Commission for Children, Youth, and Families (Children’s Commission).

#### Job Description:

Performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, implementing, and providing consultative and technical guidance and training to various members of the Children’s Courts Program. May serve as a lead worker providing direction to others. Works under minimal supervision of agency division director for Specialty Courts, with considerable latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Assists with administration of the OCA’s Children’s Courts Program.
- Facilitates communication and collaboration among agency staff, Regional Presiding Judges, program staff, and various partner agencies and organizations.
- Responsible for coordinating with Regional Presiding Judges and other OCA divisions on the offboarding and onboarding of judges and staff.
- Assists Regional Presiding Judges in development of best practices and assists courts in implementing adopted practices.
- Plans, develops, and facilitates program staff training, including identifying training topics for CPC judges and coordinators in collaboration with the Texas Center for the Judiciary and the Children’s Commission, coordinating with the State Bar of Texas for continuing legal education credits, booking speakers, and preparing training and operations manuals.
- Plans, develops and facilitates training for program staff, including booking speakers, identifying training topics for CSC judges and coordinators.

- Serves as hands-on liaison between the Regional Presiding Judges and local agency staff to coordinate timely processing of employee performance evaluations, including leading the online performance survey procedure, and other administrative functions.
- Conducts analysis of court caseloads and provides relevant recommendations including docket changes, realignment of existing courts, and the creation and implementation of new courts.
- Collects, analyzes, and reports on quantitative and qualitative performance data to inform program decisions.
- Ensures timely and accurate performance measures reporting and makes recommendations to improve reporting methodology and submission procedure.
- Attends the monthly and annual meetings of the Board of Regional Judges and Conference of Regional Presiding Judges to provide program updates and present on various program initiatives.
- Develops and updates program policies and procedures for the presiding judge reference manual.
- Represents OCA and the Children's Courts at business meetings, stakeholder meetings, conferences and seminars, on various boards, panels, commissions, task forces, and committees related to Children's Courts.
- Conducts on-site reviews of Children's Courts and prepares reports detailing findings and recommendations for best practices.
- Evaluates program resource needs and monitors efficient distribution of program resources.
- Provides guidance and technical assistance to the CPCs and CSCs, and other specialty court programs.
- Serves as the point of contact for the Children's Courts case management system.
- Works closely with the Information Services (IS) Division to facilitate the use of the case management system for the Children's Courts.
- Manages and processes travel and other expenditure requests; ensures program budget compliance; facilitates budget adjustments; and oversees compliance with training expenditures.
- Manages and processes contracts and claims for visiting associate judges.
- Assists CPCs and CSCs with local and statewide stakeholder collaboration.
- Monitors proposed legislation related to child welfare, child support, and family law during legislative session.
- Assists with legislative matters pertaining to child abuse and neglect and child support issues.
- Prepares detailed and comprehensive reports and memoranda.
- Performs related work as assigned and complies with all OCA policies.

**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 college or university with major course work in business administration, court administration, public administration, or related field; may substitute closely related experience for the required education on a year-for-year basis; and
- Three years of experience in program support, program management or program administration.
- Experience working with courts, court personnel and/or criminal justice agency partners.
- Experience and comfort with public speaking and presentations.
- Experience with grant administration.

**Preferred Qualifications:**

- Experience assisting in developing and implementing court improvement projects.
- Experience writing detailed and comprehensive reports and memoranda.
- Experience in project planning, management, and implementation.
- Experience working with judges and court personnel.
- Experience providing training.

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

- Knowledge of Child Welfare and Child Support Courts and related state and federal laws.
- Knowledge of differentiated case management principles and techniques.
- Skill and proficiency in Microsoft Office Suite.

**Employment Conditions:**

- Regular attendance is required.
- Travel may be required.
- 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. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. 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. Additional military crosswalk information as it is related to this position may be found by visiting the following:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.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.