Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: November 5, 2026
Job ID Number: 107953
State Classification: Data Analyst III-IV
Functional Title: Data Analyst
Annual Salary: $75,000.00 - $96,000.00
Remarks: Salary commensurate with education and experience. Remote or hybrid work within Texas may be possible.

Closing Date: November 19, 2026
Class Code / Salary Group: 0652/B22; 0653/B24
FLSA Status: Exempt
Location: Texas (statewide)
Type of Job: Full Time
Travel Required: Yes (15%)

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our website.

This position works in the Data and Research Division, which collects, maintains, analyzes, and presents data on judicial branch issues and initiatives. The Data Analyst reports to the Data Manager and contributes to the Division's judicial information functions.

JOB DESCRIPTION:

Performs moderately complex to complex (journey-level) data analysis and data research work related to court data. Work involves:

- collecting, querying, and analyzing court data, including case-level data in Court Analytics Texas (CATX);
- identifying and interpreting data patterns and trends;
- responding to requests for information;
- preparing statistical and narrative reports and data visualizations;
- identifying data quality issues and working with courts and clerks to resolve them.

Works under general supervision, with limited to moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Collects, queries, and analyzes court data using standard statistical tools, applications, methods, and techniques.
- Identifies and interprets data patterns and trends, and interprets analysis results to find significant differences and inform decisions.

- Uses relational databases, including CATX, to query and analyze data sets.
- Cleans and prepares data for analysis, and removes irrelevant or duplicate information.
- Assesses data quality. Finds data gaps, errors, anomalies, inconsistencies, and redundancies by analyzing the content, structure, and relationships within data. Performs routine data checks and follows up with clerks, courts, and OCA staff to resolve data issues.
- Prepares statistical and narrative reports, dashboards, and data visualizations that present and explain data clearly for internal and external audiences.
- Prepares technical reports on data quality findings and recommends revisions to data or reporting procedures.
- Contributes to Division mandated reports and publications, including the Texas Judicial System Annual Statistical Report.
- Responds to data, information, and research requests from internal and external customers.
- Develops and maintains standard work procedures and documentation for queries, data processes, and the appropriate use of data.
- Uses AI tools and automation, following division guidelines, to make data processing, analysis, and reporting more efficient.
- Provides guidance to courts and clerks on reporting requirements and data definitions to promote the capture of quality data. At the Data Analyst IV level, also provides guidance to other data analysts.
- May participate in the work of committees, task forces, and other entities as directed.
- Performs related work as assigned and complies with all OCA policies.

MINIMUM QUALIFICATIONS:

Data Analyst III

- Graduation from an accredited four-year college or university with major course work in business or public administration, government, computer science, statistics, data science, business analytics, mathematics, or a related field. Two years of full-time relevant experience may substitute for the required education.
- Two years of progressively responsible full-time experience in data analysis.
- Experience with Power BI, Tableau, Excel and other software tools used to manipulate and analyze data and to produce graphs, charts, and tables.
- Proficient in the Microsoft Office Suite.

Data Analyst IV

- Graduation from an accredited four-year college or university with major course work in business or public administration, government, computer science, statistics, data science, business analytics, mathematics, or a related field. Two years of full-time relevant experience may substitute for the required education.
- Three years of progressively responsible full-time experience in data analysis.
- Experience with Power BI, Tableau, Excel and other software tools used to manipulate and analyze

data and to produce graphs, charts, and tables.
- Proficient in the Microsoft Office Suite.

PREFERRED QUALIFICATIONS:

- Experience in a judicial organization, or experience with the Texas judicial system.
- Experience with relational databases and querying data using SQL.
- Experience using Python, R, or similar tools for data analysis or automation.
- Experience using AI tools to support data analysis or reporting.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Ability to manage concurrent projects, adapt to changing priorities, and meet deadlines.
- Ability to work effectively with a wide variety of internal and external customers.
- Ability to communicate professionally in writing and orally, and to translate complex information into common terms.
- Ability to collect, compile, review, analyze, and evaluate data and to conduct qualitative and quantitative analyses.
- Ability to oversee and/or supervise the work of others.
- Knowledge of the Texas judicial system.
- Knowledge of data models, database design, data mining, and segmentation techniques.
- Knowledge of security procedures for handling, protecting, and distributing confidential data.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware, and software.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through CAPPS Careers and include a resume. Resumes will NOT be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under "Occupational Category" for the respective Class Title.
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf

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.