



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** July 22, 2019

**Closing Date:** Until Filled

**Job Listing Identification Number:** 3128041

**State Class. No. and PayGroup:** 1048/B21

**State Job Title:** Auditor IV

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Guardian Compliance Specialist

**Location:** Statewide

**Monthly Salary:** \$4,250.00 - \$4,916.67

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

**Remarks:** *Multiple home-based positions available.  
Salary commensurate with experience.*

**Travel Required:**  Yes 40%  No

#### Job Description:

**Note:** These are home-based positions located throughout the state. For more information about these positions and working at the OCA, please click [here](#).

Work primarily involves planning and conducting financial and compliance reviews to ensure compliance with statutory requirements for the Guardianship Abuse, Fraud and Exploitation Deterrence Program within the Office of Court Administration (OCA). Reviews guardianship case files to identify reporting deficiencies or concerns to protect the assets of the person under guardianship through proactive oversight for the courts. Specific duties include: performing audits of annual accountings, examining and reviewing annual reports and records, conducting compliance reviews and preparing reports of findings for the courts. Duties will include working with local courts to provide information and assist with implementing best practices in managing guardianship cases. Work is performed under the limited supervision of the program manager with considerable latitude for independent judgment and use of initiative. The Compliance Specialist will perform other duties as assigned. This is a home based position with travel required.

#### Essential Job Functions:

- Work with the assigned court to analyze guardianship cases, audit annual accountings and conduct compliance reviews for the courts to ensure compliance with statutory requirements.
- Review Annual Reports for compliance and to identify guardianship well-being and financial exploitation concerns in violation of standards, statutes and rules to protect the assets of persons under guardianship.
- Review and gather financial documents including supporting documentation.

- Prepare for court review compliance review reports of findings, outline discrepancies, and recommend corrective actions.
- Conduct interviews of court personnel and pertinent witnesses as necessary to clarify information obtained.
- Provide testimony on compliance findings in meetings and legal proceedings as requested.
- Advise the court and other stakeholders on the requirements, compliance and noncompliance status, and recommend improvements as appropriate.
- Track and maintain compliance data and information to report to the courts and the OCA.
- Act as a liaison with the courts to enhance compliance with statutory requirements and best practices.
- Assist in educating the courts and the public by responding to inquiries and making speaking presentations to groups as needed regarding the compliance program.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff, working with the courts and the compliance team.
- Keep management appropriately informed of ongoing assignments and compliance reviews.
- Performs related work as assigned and complies with all OCA policies

#### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university with a major in criminal justice, accounting, financial planning, estates, law or a related field; may substitute four years full-time experience directly related to job duties for required education on a year-for-year basis.
- Three additional years of experience in auditing, investigations, inspections, or guardianship compliance.
- Working knowledge of word processing and spreadsheet applications is required.

#### **Preferred Qualifications:**

- Ability to gather and report facts with a thorough knowledge of investigative methods.
- Knowledge of accounting and auditing methods and systems, including Generally Accepted Government Auditing Standards (GAGAS) and Generally Accepted Accounting Principles (GAAP).
- Ability to:
  - compose clear and concise audit reports and correspondence
  - gather and analyze accurate and relevant audit information
  - accurately complete and assemble audit working papers
  - communicate effectively
  - work on multiple cases simultaneously
  - establish and maintain positive, courteous and effective working relationships.
- Experience working guardianship compliance in the courts.
- Experience working with court records, court procedures, and guardianship processes.
- Working knowledge of Microsoft Office Suite, including MS Word, MS Excel and MS Outlook, along with internet use for business related duties.
- Skill in using proper spelling, punctuation, sentence structure and grammar.
- Ability to interpret and explain rules and statutes, and to apply provisions of the law to individual cases.

- Working knowledge of Texas Estates Code, law proceedings and the associated legal documents.
- Excellent organizational skills with the ability to meet deadlines

#### **Employment Conditions:**

- Regular attendance required.
- Travel will be required.
- Must sit for extended periods of time.
- May talk on phone an extended period of time.
- Requires some lifting up to 15 pounds occasionally.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.

#### **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.

89A, 36A, 70C, LS, 310X, 651X, 751X, 020, 31, 30, 32, F&S, FIN10, 3402, 3404, 3408, 6FOX1, 65AX, 65FX and 87Q0

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

#### **To Apply:**

Submit a complete application through Work In Texas at [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.