



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 30, 2019

Job Listing Identification Number: 7426066

State Job Title: Program Specialist II

Agency Job Title: Operations and Support Officer

Monthly Salary: \$3,670.00 - \$3,840.00

Remarks: Salary commensurate with experience.

Closing Date: Until Filled

State Class. No. and PayGroup: 1571/B18

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: Yes No

Job Description:

This position serves as the Operations & Support Officer in the Finance and Operations Division of the Office of Court Administration. Primary duties involve handling the property & surplus functions of the agency in accordance with state rules and regulations; coordinating building and furniture/equipment maintenance and repairs; processing telecommunication work orders; and providing facility and operational support. Reports to the Deputy Chief Financial Officer and work is performed under general supervision with limited latitude for use of initiative and independent judgment.

Essential Job Functions:

- Serves as agency's Property Manager; duties include asset tracking, tagging, inventorying and updating system asset records.
- Reviews purchase requisitions in CAPPs related to assets, ensuring appropriate coding is used.
- Coordinates and/or conducts the annual, physical inventory of agency controlled and capitalized property.
- Reconciles CAPPs, SPA, and USAS for controlled and capitalized expenditures.
- Assists with the completion of the Annual Financial Report Note 2: Capital Assets.
- Coordinates the disposal of surplus property, which may include advertising, transferring or donating property.
- Manages the agency's facility requests by reporting and coordinating maintenance & repairs with the Texas Facilities Commission.
- Coordinates agency's space needs (includes storage, meeting, and office space).
- Coordinates destruction of records meeting retention requirements.
- Serves as agency's Phone Coordinator for the purposes of Department of Information Resources (DIR) notices and work order requests.
- Serves as agency's Parking and Badge Coordinator.

- Logs, distributes, and collects office/cubicle keys for headquarters staff.
- Keeps abreast of all internal and state rules and regulations pertaining to property, surplus, and TFC and DIR procedures.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university; may substitute accounting or closely related experience for required education on a year for year basis.
- Two years of experience in asset, facilities or inventory management.
- Working knowledge of Microsoft Word and Excel.

Preferred Qualifications:

- Experience with State of Texas asset accounting or property management (including surplus).
- Experience working in the State Property Accounting (SPA) system.
- Experience working in the Centralized Accounting, Payroll and Personnel System (CAPPS).
- Experience coordinating telecommunication work orders with the Department of Information Resources within the Capitol Complex in Austin, TX.
- Experience working in a judicial environment and working with judges or court staff.
- Experience working collaboratively with a wide variety of internal and external customers.
- Experience using Office365

Employment Conditions:

- Regular attendance required.
- Must sit for extended periods of time.
- Performs repetitive motion data entry.
- Operate office equipment and computer systems.

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.

36B, 310X, 31, 3404, 65FX

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

To Apply:

Submit a complete application through Work In Texas at 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.