



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: July 16, 2021

Job Listing Identification Number: 14683968

State Job Title: Administrative Director

Agency Job Title: Administrative Director

Monthly Salary: \$13,500.00-\$21,755.67

Remarks: Salary commensurate with experience.

Closing Date: Until Filled

State Class. No. and PayGroup: A07

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: Yes 30% No

Job Description:

The Administrative Director of the Courts is appointed by the Supreme Court of Texas and acts under the direction of the Chief Justice. The Administrative Director implements Chapters 71 and 72 of the Texas Government Code, among other laws; directs the operations of the Office of Court Administration ("OCA"); supervises a staff of approximately 285 persons; and serves as Executive Director of the Texas Judicial Council. The Administrative Director engages with members of the judiciary, elected officials in the legislative and executive branches of government, judicial personnel, members of the bar, academics, members of the public, and national organizations to formulate and implement policy initiatives and technological innovations to improve the administration of justice. The position requires exceptional organizational and communication skills.

Essential Job Functions:

- Implements Chapters 71 and 72 of the Texas Government Code.
- Directs the operations of OCA.
- Serves as the Executive Director of the Texas Judicial Council, the statutory policy-making body of the judicial branch.
- Serves as director of the Judicial Branch Certification Commission.
- Supports the Supreme Court in discharging its constitutional responsibility to provide for the administration of justice.
- Prepares and submits budget for legislative appropriations of funds for the maintenance and operation of the Office of Court Administration; provides oversight and direction on the appropriation of funds for the judicial system; studies and recommends expenditures and savings of appropriated funds for the judicial system.

- Employs and manages personnel needed to administer OCA and the Judicial Council, Judicial Branch Certification Commission, the Forensic Science Commission, and the Texas Indigent Defense Commission.
- Assists the judicial branch of Texas in discharging its administrative duties.
- Supports the eleven regional presiding judges and the local administrative judges in discharging their duties.
- Assists court clerks, other court officers or employees, and court administrators and coordinators.
- Examines the judicial dockets, practices, and procedures of the courts and their administrative and business methods or systems and recommends necessary improvements and any other change that will promote the efficient administration of justice.
- Advocates for the courts and for court improvement.
- Serves as the judiciary's liaison to the executive and legislative branches; supervises drafting of legislation proposed by the Judicial Council; represents the judiciary before legislative committees; serves as an informational witness for legislative hearings; consults with the Governor's office and with executive agencies on matters affective the judiciary.
- Provides staff and services to judicial branch entities such as the Texas Judicial Council, the Council of Chief Justices of the Courts of Appeals, the State Board of Regional Judges for Title IV-D Account, the Conference of Regional Judges, the Judicial Districts Board, the Judicial Committee on Information Technology, the Judicial Compensation Commission, the Forensic Science Commission, and the Judicial Branch Certification Commission.
- Provides information technology support and other services to justice-related entities including the Permanent Judicial Commission for Children, Youth & Families; the Judicial Commission on Mental Health; the Texas Indigent Defense Commission; the Office of Capital Writs; the State Law Library; Office of the State Prosecuting Attorney, and the State Commission on Judicial Conduct.
- Provides information technology support and other services to the appellate courts of Texas and for trial courts through the uniform case management system and mandatory electronic filing system.
- Collects, analyzes, and reports data on the operations of the judiciary including case management, case filings and dispositions by types of cases, effectiveness of administrative initiatives, projections on dockets and backlogs, and preparation of the Annual Statistical Report.
- Works closely with other justice-related entities including the State Bar of Texas, the Texas Center for the Judiciary, the Texas Access to Justice Commission, the Texas Access to Justice Foundation, providers of judicial education, and the Texas Association for Court Administration.
- Represents Texas in the national Conference of State Court Administrators and National Center for State Courts and works with other national groups such as the national Conference of Chief Justices and the National Council of Juvenile and Family Court Judges.
- Facilitates OCA's Title IV-D child support courts and child protection courts programs.
- Performs other duties as assigned by the Chief Justice of the Supreme Court of Texas.

Minimum Qualifications:

- Graduation from an accredited four-year college or university.
- Seven years' experience in a management position in a state agency, for a county, district, or

appellate court, or for a law firm.

Preferred Qualifications:

- License to practice law or Master's Degree in Public Administration or related degree.
- Experience in court management or administration.
- Experience in state legislative and executive processes.
- Experience in state fiscal, accounting, and budgeting processes.
- Experience with information technology.

Employment Conditions:

- Travel in- and out-of-state with frequent overnight stays.
- Respond to numerous calls and emails from judges and other public officials, legislative staff, and members of the public.
- Attendance and speaking at seminars related to the administration of justice and technology in the courts.

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.

641X, MGT10, 8041, 97E1

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through 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.

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.