



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: September 1st, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14787516

State Class. No. and PayGroup: 1571/B18

State Job Title: Program Specialist II

FLSA Status: Exempt Non-Exempt

Agency Job Title: Judicial Information Analyst

Location: Austin, Texas

Monthly Salary Range: \$3,833.34 - \$4,250.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 5% No

Job Description:

Performs moderately complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Provides technical assistance to clerks about monthly reporting by providing guidance and troubleshooting for entering information correctly into databases and by interpreting and explaining reporting rules and procedures.
- Provides support and collaborates with program staff in program planning, development, implementation, analysis, and documentation of agency program(s).
- Responds or assists in responding to inquiries and requests for information.
- Assists with the preparation of the monthly Court of Appeals report to justices and clerks.
- Contributes to the maintenance of the monthly court activity reports database, appointments and fees reports, and directory of court personnel.
- Assists with database monitoring and on-going management to ensure the accuracy of data relating to trial courts.
- Assists with updating Appointments and Fees and Hate Crime Reports webpages monthly.
- Works with other Analyst to produce the annual Texas Judicial System Directory.
- Contributes to the preparation of annual reports for judicial bypass cases and writs of attachment.
- Assists with preparing reports, presentations, instructions, educational materials, procedures, webpage content, and similar materials.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment. Experience and education may be substituted for one another.
- Two years of experience working with customers or the public.
- Proficient with Microsoft Office Suite.

Preferred Qualifications:

- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.
- Experience working with customers or the public.
- Experience using database applications (e.g., entering data, running reports).
- Proficiency in Excel.
- Working knowledge of Access.
- Knowledge of the Texas judicial system.

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.

OS, YN, 16GX, 86MO, PERS

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.