



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: January 11, 2022

Job Listing Identification Number: 15037126

State Job Title: Administrative Assistant IV

Agency Job Title: Administrative Assistant

Monthly Salary: \$3,542.58 - \$4,337.08

Remarks: Salary commensurate with experience.

Closing Date: Until Filled

State Class. No. and PayGroup: 0156/A15

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: Yes 5% No

Job Description:

Provides advanced (senior-level) administrative support work for the Research and Court Services Division. Work involves providing administrative support for the division and Division Director, children's courts, answering and routing phone calls and written correspondence with a variety of stakeholders, disseminating information, maintaining filing systems, and performing internal administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Helps to coordinate day-to-day activities, manages travel itineraries, coordinates travel, and completes expense reports for Division Director.
- Performs complex administrative support; prioritizes and completes tasks accurately in a timely matter, while maintaining a high level of professionalism and providing efficient and effective customer service.
- Serves as a liaison between the Children's Courts, the Research and Court Services Division and the Finance and Operations purchasing division, coordinating and managing supply orders and other purchases for the Children's Courts and Research and Court Services.
- Prepares purchase requisitions in CAPPs to procure commodities and services for all children's courts and Research and Court Services. Responsible for collecting and submitting receiving reports for all orders received by the Children's Courts and Research and Court Services.
- May assist Property Manager in collecting property accountability forms from the Children's Courts.
- Develops and maintains filing, record-keeping, and records management systems.
- Schedules meetings and conferences with both internal and external stakeholders.
- May assist other agency staff and other judicial entities including travel voucher preparation, meeting preparation, recording minutes, scheduling meetings, occasional fill in for agency reception, etc.
- Performs related work as assigned and complies with all OCA policies and attends work regularly in compliance with agreed-upon work schedule.

Minimum Qualifications:

- Four years of full-time administrative experience or equivalent years of higher education.
- Working knowledge of Microsoft Word, Excel and Outlook.
- Strong organizational, time management, planning, and multitasking skills.
- Strong team player skills.
- Excellent communication skills, verbal and written.
- Reliable, able to work with minimal supervision.
- Problem-solving skills, independent thinker, able to create and/or revise Excel spreadsheets.

Preferred Qualifications:

- State agency administrative experience.
- Experience creating requisitions in CAPPS Financials.
- General understanding of State of Texas procurement rules.
- Completion of Basic Texas Purchaser course.
- Familiarity with NIGP codes and Comptroller Object Codes

Employment Conditions:

- Must sit for extended periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- Reliable internet required.
- Requires some lifting, up to 20 pounds.

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.

68G, PS, PERS, 0100, 0111, 3F5X1,

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.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.