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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 07/26/2024

**Job Listing Identification Number:** 00043614

**State Job Classification:** Executive Assistant III

**Functional Title:** Court Manager

**Monthly Salary:** \$6,470.24 - \$6,886.90

**Remarks:** This position will serve as the Court Manager for Judge Samuel "Grant" Dorfman of the Eleventh Business Court Division located in the Harris County area. Salary commensurate with experience and education.

**Closing Date:** 08/09/2024

**State Class. No. and Pay Group:** 0164 / B21

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Harris County

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

**Travel Required:**  Yes  No

### Job Description:

Performs advanced (senior-level) professional assistance work supporting Business Court Judges. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Monitor all cases assigned to the court.
- Efficiently review and process court filings and orders.
- In a timely manner, update court setting information in the case management software and ensure that attorneys and parties are properly notified of settings.
- Ensure that the court docket accurately reflects the business scheduled before the court.
- Assist the court with video conferencing tools and other technology.
- Serve as liaison between the attorneys, public and courts in matters before the court.
- Serve as liaison with courts, clerk offices, law enforcement, and county representatives to coordinate logistics of courtroom availability for routine proceedings and jury trials as needed.
- Serve as liaison to coordinate scheduling of official court reporters and contract court reporters.
- Screen telephone inquiries and visitors and perform general research to answer inquiries as needed.
- Review and process correspondence in accordance with the policies of the court.
- Order and maintain office supplies, furniture, machines, and computer equipment as necessary.
- Identify processes or procedures needing improvement and advise the court as to possible solutions.
- Keep abreast of new legislation that pertains to the court and to docket management.
- Perform other duties as assigned.

### Minimum Qualifications:

- Two years of college. May substitute full-time experience in a related field as described in the essential functions for the required education on a year-for-year basis.
- Two years of experience in an administrative or office environment or supporting legal or judicial personnel.
- Proficient in the use of computer equipment, case management software, Microsoft Office Suite, and video conferencing equipment.

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university.
- Experience in legal and technical terminology, business communication, judicial and record procedures.
- Experience using the Enterprise Justice case management system.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of judicial services, general administration and management principles and practices, and the Texas court system.
- Ability to perform court services and management operations; to prepare reports; to analyze, process, manage, retain, copy/scan/transmit, and dispose of legal documents; to evaluate and administer programs; to communicate effectively; and to assist in the work of others.

**Employment Conditions:**

- Sit for long periods of time.
- Operate office, computer, and video conferencing equipment.
- Adhere to Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court business.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army – 15P, Aviation Operations Specialist; Navy – AZ, Aviation Maintenance Administrationman; Coast Guard – YN, Yeoman; Marine Corps – 100, Basic Personnel and Administration Marine; Air Force – 3F5X1, Administration; Space Force – no military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](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 [CAPPS Careers](#) and can be viewed on [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.