

Office Coordinator

State Classification Executive Assistant III/Code 0164 / Salary Group B21

Salary Range \$51,278 - \$82,901

GENERAL DESCRIPTION

The [Texas Judicial Commission on Mental Health](#) (JCMH), a commission created by joint order of the Supreme Court of Texas and the Texas Court of Criminal Appeals, is hiring an Office Coordinator to perform complex professional assistance work with the Executive Director, three staff attorneys, and other JCMH staff. This is an administrative position with the opportunity for growth in project and grant management related to our mission of engaging and empowering court systems through collaboration, education, and leadership, thereby improving the lives of individuals with mental health needs, substance use disorders, or intellectual and developmental disabilities (IDD).

EXAMPLES OF WORK PERFORMED

Coordinates calendars, live and online meetings, and conferences with supporting materials; attends meetings, takes notes, writes meeting summaries.

Develops trip itineraries and presentation materials; books and coordinates travel for staff. Completes expense and mileage reports for Executive Director.

Prepares, proofreads, and edits various detailed documents, including correspondence, memos, meeting notices and agendas, charts, reports, presentation slides, handouts, forms, and spreadsheets. Manages several email inboxes, contact lists, committee rosters, and updates as needed. Frequently sends professional correspondence and meeting notices to high level partners.

Works with outside vendors to execute projects and meetings, including soliciting bids, coordinating deliveries of products, and monitoring deadlines.

Greets visitors, answers and screens phone calls, takes messages, and sets up video and conference calls for staff. Performs general office duties such as organizing and maintaining physical and computer filing systems, using the state purchasing system, and ordering office supplies.

Performs other related work as assigned. Requires lifting of up to 50 pounds.

GENERAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Experience in administration management. Graduated from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accepted business practices and procedures; applicable rules, regulations, and policies; and related legislative and legal practices and procedures. Knowledge of legal terminology, of state laws and regulations, and of court proceedings preferred.

Highly skilled in the use of standard office equipment and software, including the Microsoft Office Suite, Outlook, and video conferencing software such as Zoom and Teams.

Ability to understand and process information; manage administrative issues; analyze and solve work-related problems; communicate effectively and with high emotional intelligence; handle and prioritize multiple tasks in a busy office; meet deadlines; and provide guidance to others. Ideal candidate will be detail oriented and proactive.

Applicants may be asked to submit a writing sample or to complete a task to demonstrate their skills.

To Apply:

State of Texas Application, resume, and cover letter may be submitted by email to: JCMH.Applications@txcourts.gov

Military Crosswalk: Job Class 0164

The Supreme Court of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 250X, 4402, 51JX, LGL10

Additional Military Crosswalk information can be accessed at: http://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf