



Austin American-Statesman
statesman.com

Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 09/19/2024

Job Listing Identification Number: 00045254

State Job Classification: Program Specialist III-IV

Functional Title: Judicial Information Analyst

Monthly Salary: \$4,416.67 - \$6,000

Remarks: Salary commensurate with qualifications and experience. Remote or hybrid work within Texas may be possible.

Closing Date: 10/03/2024

State Class. No. and Pay Group: 1572/B19; 1573/B20

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes 25% No

Job Description:

Performs complex (journey-level/senior 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 or limited supervision, depending on experience, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Provides consultative and technical assistance to Texas court personnel in support of routine report submissions to the Data & Research Division.
- Contacts court clerks and judges to collect missing reports and resolve reporting errors. This includes all reports including bail data.
- Works with other analyst(s) to collect information and maintain the Texas Judicial System Directory.
- Interprets and explains legislative reporting requirements and OCA reporting procedures.
- Responds or assists in responding to inquiries and requests for information.
- Prepares and publishes monthly and annual data reports, e.g., Courts of Appeals report, Appointments and Fees report, etc.
- Assists with database monitoring, data checks, and ongoing maintenance to ensure the accuracy of data.
- Assists with preparing presentations, instructions, educational materials, procedures, webpage content, and similar materials.
- Attends clerks and judges conferences as needed; may include presenting and distributing division information.
- Assists in responding to reporting inquiries; may include clerk office site visits.
- Provides support and collaborates with program staff in program planning, development, implantation,

analysis, and documentation of agency program(s)

- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Two years of experience in a court, clerk office, or related judicial office working with customers, the public, or other court personnel.
- Graduation from an accredited four-year college or university with major course work in communications, business or public administration, government, English, or related field; may substitute four years of full-time relevant experience for required education.
- Proficient in Microsoft Office suite.

Additional minimum qualifications for Program Specialist IV:

- Five years of progressive experience in a court, clerk office, or related judicial office working with customers, the public, or other court personnel.

Preferred Qualifications:

- Familiar with court case management or customer service management systems, e.g., Tyler, i-Docket, LGS, etc.
- Experience relational databases and querying data.
- Proficient in Excel.

Knowledge, Skills, and Abilities (KSAs):

- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.
- Knowledge of the Texas judicial system.

Employment Conditions:

- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware, and software.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army-No military equivalent, Navy-OS Operations Specialist, Coast Guard-OS Operations Specialist, Marine Corps-No Military Equivalent, Air Force-8U000 Unit Deployment Manger, 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_ProgramManagement.pdf

To Apply: All applications for employment with the Office of Court Administration may be submitted electronically through [CAPPS Careers](#) and can be viewed on 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.