



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 10/22/2024

Job Listing Identification Number: 00045715

State Job Classification: Program Specialist IV

Functional Title: Commission Coordinator

Monthly Salary: \$5,850.00 - \$6,250.00

Remarks: Salary commensurate with experience.

Closing Date: 11/05/2024

State Class. No. and Pay Group: 1573/B20

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes 10% No

Job Description:

Performs highly advanced (senior-level) consultative and technical assistance work for an executive, two attorneys and a board appointed by the Governor of Texas. Work involves planning, developing, and implementing major agency programs and providing consultative services and technical assistance to program staff, government agencies, community organizations and/or the general public. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Assist the General Counsel in the performance of all administrative and technical responsibilities, and assist other senior staff as directed by the General Counsel.
- Maintain a comprehensive calendar of staff work, meetings and deadlines, case management systems, and databases.
- Plan, coordinate, and attend Commission meetings and take and prepare minutes, ensuring accurate documentation of proceedings. Provide similar assistance for other meetings as requested by the General Counsel.
- Prepare agendas and organize agenda materials for Commission meetings and for any other meetings designated by the General Counsel.
- Maintain files for the office and for the investigation and handling of all complaints and self-disclosures.
- Receive, review, and organize case documents and ensure that all relevant information is available to commission members and staff.
- Collects, organizes, analyzes, and/or prepares materials in response to requests for information and reports.
- Manage correspondence with parties involved in complaints and self-disclosures and other pending matters before the Commission.
- Process travel and other reimbursement requests.
- Assist with the Commission's licensing and accreditation functions as needed.
- May provide guidance to others.
- Assist in the development of training programs for forensic scientists, law enforcement personnel, judges, attorneys, and other stakeholders.
- Interface with key staff at the Office of Court Administration on behalf of the General Counsel.

- Manage the TFSC website and social media.
- Answer public information requests and customer service inquiries.

Minimum Qualifications:

- Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.
- Three years of full-time administrative experience.
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, etc.)
- Experience working with Adobe Software.

Preferred Qualifications:

- Graduation from an accredited four-year college or university with major course work in business administration or a field relevant to the assignment.
- Experience managing complex cases or projects and handling multiple tasks simultaneously.
- Experience providing strong attention to detail and maintaining accurate records in a fast-paced corporate, legal or government environment.
- Experience maintaining employer websites, social media or other public-facing methods of communication.
- Working understanding of the Texas Open Government/Open Meeting Laws and familiarity with Rule 12 of the Texas Rules of Judicial Administration, the Public Information Act, or both.

Knowledge, Skills, and Abilities (KSAs):

- Ability to manage multiple competing demands simultaneously.
- Excellent communication skills, verbal and written.
- Strong organizational, time management, planning, and multitasking skills.
- Ability to work with minimal supervision.
- Ability to problem solve.
- Ability to think independently.
- Ability to plan and execute meetings attended by Commissioners and other stakeholders, in virtual, in-person and hybrid settings.

Employment Conditions:

- Operates standard office equipment.
- May operate a motor vehicle to conduct agency business.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

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 Operation Specialist; Marine Corps: No military equivalent; Air Force: 8U000 Unit Deployment Manager; 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 must 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.