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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 10/25/2024

Job Listing Identification Number: 00046094

State Job Classification: Attorney V

Functional Title: Business Court Chief Staff Attorney

Monthly Salary: \$10,750.00 - \$11,250.00

Remarks: Must be able to regularly report to one of the Texas Business Court locations. Salary commensurate with experience.

Closing Date: 11/08/2024

State Class. No. and Pay Group: 3506/B30

FLSA Status: Exempt Non-Exempt

Location: Statewide

Type of Job: Full Time Part Time

Travel Required: Yes 25% No

Job Description:

Performs highly advanced and/or supervisory (senior-level) work. Work involves overseeing the administrative operations of the Business Court across the state of Texas. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement. This position is created under Section 1. Subtitle A, Title 2, Government Code: HB19 of the 88th Texas Legislature, relating to the creation of a specialty trial court to hear certain cases.

Essential Job Functions:

- Provide legal counsel to judges and court personnel on the interpretation and application of local rules.
- Conduct legal research and analysis to collaborate with judges, attorneys, and court personnel in the development and adoption of proposed rule changes.
- Ensure the new or revised local rules are properly implemented by effectively communicating with attorneys, court personnel and the public.
- Work closely with the presiding judge, judges, and court staff as it relates to matters of court administration.
- Oversee the business of the court, including case workflow management, hearing and jury trial logistics, appeals management, opinion publication and circulation.
- Plan, coordinate, and facilitate off-site meetings, training sessions, and judicial conferences for the business court.
- As requested, make recommendations to the court on all matters affecting the orderly and expeditious directing of the court's business.
- Assist the court with strategic planning, policy and procedure development and implementation.
- Monitor changes in legislation, case law, and higher court opinions that may impact the business court.
- Communicate with and respond to inquiries from public officials, judges, attorneys, litigants, and the

public.

- Perform related duties as assigned.

Minimum Qualifications:

- Graduation from an accredited law school and licensed to practice law in the State of Texas.
- Four (4) years of experience in private practice, government service, or at an appellate court.
- Experience with the Texas judicial system and operations.
- Proficient with Microsoft Excel, Word, and Outlook.

Preferred Qualifications:

- Three (3) additional years of experience in court administration or court management.
- Four (4) years of experience delivering administrative, and management principles and practices.
- Experience evaluating and administering programs; developing, modifying, and improving court operations; and experience leading a court's administrative operations.
- Experience building, developing, and leading a diverse team of legal professionals.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of the Texas court system and rules of civil and appellate procedure.
- Knowledge of legal principles, practices, and proceedings; state and federal laws, rules, and regulations.
- Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in applying reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.
- Ability to communicate effectively.

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- No military equivalent, Coast Guard-No military equivalent, Marine Corps- No military equivalent Air Force- No military equivalent, 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.