



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

Job Posting

Posting Date: April 9, 2025

Job Listing Identification Number: 00049298

State Job Classification: Human Resources Specialist
I-II

Functional Title: Human Resources Specialist

Monthly Salary: \$3,700.00 – 4,400.00

Remarks: Salary and classification level dependent upon qualifications.

Closing Date: April 23, 2025

State Class. No. and Pay Group: 1729, 1731/ B15, B17

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes 5% No

Job Description:

HUMAN RESOURCES SPECIALIST I: Performs entry-level human resources management work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

HUMAN RESOURCES SPECIALIST II: Performs routine (journey-level) human resources management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Creates job descriptions for new employees and routes for approvals.
- Maintains e-personnel files, ensuring all pertinent documents are filed and records retention schedule is followed.
- Screens telephone calls and greets visitors; routes calls and directs visitors to appropriate staff.
- Answers basic human resources and agency questions and resolves routine issues.
- Processes incoming verifications of employment.
- Assists with preparing and/or revising job descriptions and job postings.
- Assists with onboarding new employees and assisting with New Hire Orientation; ensures all new hire paperwork is sent, submitted timely and filed in the new employee's e-file
- Represents the Office of Court Administration (OCA) at recruitment events.
- May assist with screening applications.
- May enter, update, and retrieve information from various automated human resources and/or payroll systems.
- May assist with scheduling interviews for hiring managers and directors
- May organize training classes and new hire orientation sessions.
- Maintains confidentiality when working with sensitive and confidential information
- Attends work regularly in accordance with agency leave policy
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Associate degree or sixty college hours from an accredited college or university; Experience and education may be substituted for one another.
- One (1) year full-time experience in human resources.
- Proficient with Microsoft Office products (Word, Excel, SharePoint)

Preferred Qualifications:

- Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, organizational development, or a related field.
- Experience with the Centralized Accounting and Payroll/Personnel System (CAPPS) HR/Payroll and/or Recruit.
- Human resources experience in state government.
- Certification from the Human Resources Certification Institute.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of principles and practices of human resources management.
- Knowledge of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development.
- Knowledge of federal, state, and local laws and regulations governing personnel activities.
- Knowledge of CAPPS HR/Payroll/Recruit.
- Knowledge of SharePoint applications and tools.
- Skilled in handling multiple tasks and prioritizing.
- Ability to maintain confidential and sensitive information.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze information, make correct inferences, and draw accurate conclusions.

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 require some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct business.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 42A Human Resources Specialist, Navy: NC Navy Counselor, Coast Guard: YN Yeoman; Marine Corps: 0111

Administrative Specialist, Air Force: 3FOX1 Personnel, 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_HumanResourcesandTrainingandDevelopment.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.