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Office of Court Administration
Megan LaVoie, Administrative Director

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Job Posting

Posting Date: May 13, 2025

Job Listing Identification Number: 00049806

State Job Classification: Administrative Assistant V

Functional Title: Administrative Assistant

Monthly Salary: \$4,200.00 - \$4,800.00

Remarks: Salary commensurate with experience.

Closing Date: May 29, 2025

State Class. No. and Pay Group: 0158/A17

FLSA Status: ☐ Exempt ☒ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☐ No ☒ Yes 10%

Job Description:

Performs advanced (senior-level) administrative support work and communication functions for the Data & Research Division. Work involves internal and external stakeholder communication, information dissemination, data entry and report preparation, and meeting/conference and travel coordination. Reports to the Division Director and works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Communicates via phone, email, and in-person with internal staff, external partners, vendors, and judicial stakeholders, including Texas judges, clerks, and other court personnel.
- Prepares, distributes, and explains information regarding Division programs and reporting requirements.
- Answers and routes Division phone calls and emails as needed.
- Inputs and maintains information in Division databases and tracking systems/spreadsheets and performs queries to extract information.
- Prepare reports, summaries, and documentation related to division plans, activities, and performance metrics.
- Compiles, edits, and publishes correspondence, reports, forms, newsletters, and web pages as needed.
- Coordinates and schedules appointments, meetings, conferences, webinars, trainings, and seminars.
- Coordinates and assists with presentation documents, travel reservations and travel documentation.
- May accompany Division staff to conferences, meetings, and presentations to assist with Division information distribution.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from a standard senior high school or equivalent. Experience and education may be substituted for one another.
- Two (2) years of administrative support experience, preferably in a role with communication or stakeholder engagement responsibilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Preferred Qualifications:

- Associate degree or sixty college hours from an accredited college or university.
- Experience using Asana task management software.
- Experience using Microsoft Access and Excel.

Knowledge, Skills, and Abilities (KSAs):

- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Knowledge of office practices and administrative procedures.
- Skill in the use of standard office equipment and software.
- Ability to communicate effectively.
- Ability to implement administrative systems and procedures and to interpret rules, regulations, policies, and procedures.

Employment Conditions:

- Regular attendance required.
- Operates standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May require some lifting, up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 42A – Human Resources Specialist, Navy: PS – Personnel Specialist, Coast Guard: YN – Yeoman, Marine Corps: 0111 – Administrative Specialist, Air Force: 3F5X1 – Administration, 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_AdministrativeSupport.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.