



Austin American-Statesman  
statesman.com

## Office of Court Administration Megan LaVoie, Administrative Director

### Job Posting

**Posting Date:** July 18, 2025

**Job Listing Identification Number:** 00051296

**State Job Classification:** Program Specialist V

**Functional Title:** Regional Data Coordinator Team Lead

**Monthly Salary:** \$5,666.67 - \$6,431.25/Month

**Remarks:** This position reports the Policy & Reporting Manager. This posting is for two team lead positions and will assist in leading the other regional data coordinators (data rangers).

**Closing Date:** August 1, 2025

**State Class. No. and Pay Group:** 1574 / B21

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Location:** Statewide - Texas

**Type of Job:** ☒ Full Time ☐ Part Time

**Travel Required:** ☒ Yes 50% ☐ No

#### Job Description:

The Regional Data Coordinator Team Lead will support the newly created initiatives to support Texas counties in accurate, timely and consistent state court reporting. The team leads (two) will assist in the development of eleven total statewide data rangers (one for each of the 11 Administrative Judicial Regions) that will support this newly created function of the Office of Court Administration (OCA), under the direction of the Research and Data Director. These roles are critical in ensuring data integrity across Texas courts by providing direct assistance, training, and technical support to district and county clerks' offices, justice courts, and municipal courts. Regional Data Coordinators will work in collaboration with local jurisdictions and their case management system vendors to improve reporting practices and system functionality.

**Administrative Judicial Regions:** <https://www.txcourts.gov/organizations/policy-funding/administrative-judicial-regions/>

Performs advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing major agency programs and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. Serves as the lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement.

#### Essential Job Functions:

- Supports onboarding of new staff, serves as the senior-level resource, and assists with program development and refinement.
- Serves as the primary OCA reporting liaison to clerks, judges, and court staff in the assigned judicial region.
- Coordinates updates, assistance, and necessary reports to the administrative judges in the designated

regions.

- Conducts periodic and as-needed data quality reviews to assess OCA state reporting accuracy.
- Prepares and validates case level data and the transition to the court analytics tool.
- Attends and provides presentations at regional meetings for clerks, judges and court staff when requested.
- Develops regularly scheduled reviews of data and contact with clerks to foster a positive experience of collaboration, trust, and resolution.
- Identifies inconsistencies or gaps in court data and offer tailored guidance to resolve issues.
- Provides training and technical assistance to clerks, judges, and court staff on reporting procedures and best practices.
- Coordinates with jurisdictions regarding transitions to new case management systems or changes in personnel.
- Collaborates with system vendors to optimize reporting capabilities and data integrity.
- Maintains confidentiality of sensitive court data and ensure all activities align with legal and regulatory standards.
- Documents findings and recommendations and shares results with the Presiding Judge of the Region and OCA leadership accordingly.
- Performs related work as assigned and complies with all OCA policies and procedures.

**Minimum Qualifications:**

- Three (3) years of experience working with OCA state court reporting, court clerk operations, or similar judicial data systems.
- Experience with clerk and/or court case management systems and reporting processes in Texas Courts.
- Experience with the Texas Judicial System.

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university with major course work in public administration, criminal justice, legal studies, information systems, or related field is generally preferred. Experience and education may be substituted for one another.
- Direct experience with the Office of Court Administration's reporting requirements and procedures.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of local, state, and federal laws related to the Texas Judicial System; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.
- Skill in identifying measures or indicators of Texas Judicial reporting performance and the use of a computer and applicable software.
- Strong communication, analytical, and problem-solving skills
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market

programs; to prepare reports; to develop, evaluate and interpret policies and procedures; to communicate effectively; and to serve as a lead worker providing direction to others.

- Ability to travel regularly within the assigned region (up to 50%) including overnight stays.
- Ability to work independently in a remote setting while managing regional responsibilities.
- Ability to manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.

**Employment Conditions:**

- Regular attendance required.
- Some travel (up to 50%) will be required, to attend meetings, provide site visits and other in-person activities within the assigned administrative region.
- Regular remote working conditions are expected with this position.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May operate a motor vehicle to conduct agency business.
- May require some lifting, 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 – Operations 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](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](http://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.