



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

Job Posting

Posting Date: November 3, 2025

Job Listing Identification Number: 00054019

State Job Classification: Program Specialist V

Functional Title: NICS Project Reviewer

Hourly Salary: \$36.88 - \$41.67

Closing Date: November 17, 2025

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

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Statewide

Type of Job: ☐ Full Time ☒ Part Time – Not to exceed 29 hours/week

Remarks: Salary commensurate with education and experience. Two positions available. These are part-time, temporary positions that are grant funded for 12 months, and contingent upon additional funding. They are home-based positions with travel required.

Travel Required: ☒ Yes 50% ☐ No

Please note that this job posting can be closed without notice and earlier than the closing date indicated in the posting if a suitable candidate is identified. Applicants are encouraged to submit a completed application promptly.

Job Description:

Performs advanced (senior-level) consultant services and technical assistance work. Work primarily involves planning, developing, and implementing major agency program(s) and providing technical assistance to program staff and government agencies in conducting court case file reviews for county and district clerks to ensure compliance with statutory requirements for the reporting to National Instant Criminal Background Check System (NICS) and Criminal Justice Information Services (CJIS). Specific duties include performing audits of cases that include admission and commitment to intellectual disability services, inpatient mental health commitments, criminal cases in which a defendant is found incompetent to stand trial or acquitted for reason of insanity, guardianships of incapacitated persons, and juvenile cases of a juvenile over 16 years of age found unable to proceed due to mental illness or intellectual disability. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. The NICS Project Reviewer may perform other duties as assigned.

Essential Job Functions:

- Performs specialized case and document review on the NICS and CJIS Reporting Review Project, including preparation of administrative reports and contributing to related studies.

- Work with the assigned clerk's office to analyze case records including criminal, juvenile, mental health, guardianship of an adult, and guardianship of minors who are age 16 or older to identify NICS reportable incidents.
- Coordinate and conduct surveys, inspections, and reviews to determine compliance with laws, regulations, policies, and procedures.
- Conduct case document reviews and process reviews to ensure compliance with statutory requirements on NICS and CJIS reporting and determine appropriate disposition reporting.
- Review and gather court and clerk documents including supporting documentation of findings related to cases reviewed and the reportable incidents found therein.
- Track and maintain compliance data and information to report to OCA and clerk offices.
- Prepare compliance review reports of findings, outline discrepancies, and recommend corrective actions.
- Conduct interviews of clerks, deputy clerks, court personnel and pertinent witnesses as necessary to clarify information obtained.
- Advise the clerk and other stakeholders on the NICS and CJIS reporting requirements, compliance and noncompliance status, and recommend corrective action(s) and business process improvements as appropriate or needed.
- Consults with public and private agencies involved in the programs to resolve problems, identify training needs, and discuss program effectiveness.
- Act as a liaison with the courts and clerks to enhance compliance with statutory requirements and best practices.
- Assist in training and educating clerks and clerk staff by responding to inquiries and providing virtual and in-person verbal and demonstrative presentations to groups as needed regarding the audit project.
- Conducts training and provides guidance to staff in the development and integration of new or revised methods and procedures.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff, working with the courts.
- Identify and prioritize business needs, ensuring alignment with agency goals.
- Keep management appropriately informed of ongoing assignments and compliance reviews.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in criminal justice, law or a related field; may substitute four years full-time experience directly related to job duties for required education on a year-for-year basis.
- Three (3) additional years of experience in Texas court case records management, reporting, and/or court clerk case work, specifically including NICS and CJIS reporting related to mental health and competency.

Preferred Qualifications:

- Experience with the National Instant Criminal Background Check System (NICS) requirements and reporting guidelines.
- Experience working with court records, court procedures, and related Texas state reporting, Texas DPS reporting, and FBI reporting related to mental health and competency determinations.
- Experience working with confidential, classified, or controlled materials and documents.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of local, state, and federal laws related and relevant to the NICS and CJIS Reporting Review Project.
- Knowledge of statistical analysis processes; research techniques; training techniques; and program management processes and techniques.
- Working knowledge of word processing and spreadsheet applications is required.
- Working knowledge of clerical document and record keeping practices utilized by Texas Courts and the County and District Clerks in Texas, specifically including criminal, juvenile, guardianship, and mental health court case records.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to market programs.
- Ability to accurately complete and assemble reports of case review efforts and results.
- Ability to compose clear and concise correspondence.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to communicate effectively.
- Ability to work on multiple cases simultaneously.
- Ability to serve as a lead worker providing direction to others.
- Ability to establish and maintain positive, courteous, and effective working relationships.
- Skill in using proper spelling, punctuation, sentence structure, and grammar.
- Skill in using Microsoft Office Suite, including MS Word, MS Excel and MS Outlook.
- Excellent organizational skills with the ability to meet deadlines.
- Ability to interpret and explain rules and statutes, and to apply provisions of the law to individual cases.
- Ability to gather and report facts with knowledge and experience applying investigative methods.

Employment Conditions:

- Regular attendance required.
- Travel will be required.
- Must sit for extended periods of time.
- May talk on phone extended periods of time.

- Requires some lifting of up to 15 pounds occasionally.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.

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

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.