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Office of Court Administration Megan LaVoie, Administrative Director

Job Posting

Posting Date: November 19, 2025

Job Listing Identification Number: 00054389

State Job Classification: Court Coordinator II

Functional Title: Court Coordinator

Monthly Salary: \$5,380.99

Remarks: *Serves Bexar County.*

Closing Date: December 3, 2025

State Class. No. and Pay Group: 3638/B19

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: San Antonio, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☐ Yes ☒ No

Job Description:

Performs highly complex (senior-level) court coordination work and technical assistance for Child Support Court under the Presiding Judge of the 4th administrative judicial region. Work involves overseeing court administrative operations for child support cases. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Prepares dockets or calendars cases as they proceed to disposition.
- Prepares special reports or analysis to monitor and evaluate compliance with case disposition time frames. Prepares, interprets, and disseminates information about the child support courts and their programs.
- Prepares routine and special correspondence, reports, forms, and documents for child support cases.
- Coordinates court dates, room availability, and court reporter availability with appropriate parties as necessary.
- Develop, coordinate, and maintain the record-keeping and filing system of the court.
- Serves as the primary point of contact for the child support court judge's office.
- Maintains court records and ensures appropriate records are retained according to assigned retention period.
- Assists judges with court proceedings, including recording of some proceedings.
- Communicates effectively with court personnel, lawyers, judges, staff, and others.
- Assists in the development of court guidelines, proceedings, and standards for achieving court goals.
- Maintain and update the court's electronic case management system.
- May assist in operating and controlling remote court hearing software.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Two years of college. May substitute full-time experience in a related field as described in the essential functions below for the required education on a year-for-year basis.

- Two years of experience in an administrative or office environment or supporting legal or judicial personnel.

Preferred Qualifications:

- Graduation from an accredited four-year college or university.
- Experience in the use of legal and technical terminology, the use of business English and spelling, the use of hearing procedures, and the use of legal records.

Knowledge, Skills, and Abilities (KSAs):

- Working knowledge of office practices and administrative procedures in the legal/judicial or related field.
- Knowledge of child support cases.
- Skill in the use of computer equipment, word processing, spreadsheet software, case management software, and videoconferencing software.

Employment Conditions:

- Regular attendance required.
- Adhere to Code of Judicial Conduct pertaining to the activities of court personnel.
- Must sit for extended periods of time.
- Operate office equipment and computer systems.
- Requires some lifting, up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 27D-Paralegal Specialist, Navy: LN- Legalman, Coast Guard: No military equivalency, Marine Corps: 4421- Legal Services Specialist, Air Force: 5J0X1- Paralegal, Space Force: No military equivalency. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.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.