



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

Job Posting

Posting Date: March 24, 2026

Job Listing Identification Number: 00057119

State Job Classification: Data Analyst III

Functional Title: Data Analyst

Monthly Salary: \$5,700.00 - \$6,700.00

Remarks: Telework options may be available.
Salary commensurate with qualifications and experience.

Closing Date: April 7, 2026

State Class. No. and Pay Group: 0652/B22

FLSA Status: Exempt Non-Exempt

Location: Austin, TX (preferred)

Type of Job: Full Time Part Time

Travel Required: Yes 10% No

About the Texas Indigent Defense Commission (TIDC)

TIDC Mission: Protecting the right to counsel, improving public defense.

TIDC funds, oversees, and improves Texas public defense. TIDC has historically focused on indigent defense in criminal matters, but in recent years has expanded its focus to also include family representation (child and parental representation in Child Protective Services cases). Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding criminal public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense and family protection representation data.
- Serving as a resource to the Legislature on public defense and family protection representation legislation.
- Hosting trainings, conferences, and webinars.
- Producing public defense and family protection representation publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to improve Texas public defense and family protection representation.

Learn more at tidc.texas.gov.

Job Description:

As a TIDC Data Analyst, you are part of a team that oversees and improves TIDC data collection, reporting, and research activities. In this role, you will perform moderately complex (journey-level) data analysis and data research work. To ensure the integrity of data collected and reported by TIDC, you will provide direct assistance, training, and technical support to counties, courts, public defender offices, and managed assigned counsel programs. You will work under general supervision, with limited latitude for the use of initiative and independent judgment. This position reports to the Research Director and will work collaboratively with the Grants, Improvement, Policy, and Family Protection Representation Teams on data collection, reporting, and research projects.

Essential Job Functions:

- Reviewing collected data to ensure data integrity.
- Working with the database team to identify and correct any collection and reporting errors.
- Working with the Policy and Grants Teams to ensure data integrity and resolve issues.
- Analyzing data collected to help create various types of reports for different audiences.
- Assisting with research projects.
- Performing basic research for papers, presentations, and reports.
- Creating summary graphics and other data visualizations.
- Performing moderately complex data analysis and data research work.
- Identifying and interpreting data patterns and trends and assessing data quality.
- Preparing concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.
- Establishing and maintaining standard work procedures governing the appropriate use of data.
- Performs related work as assigned and complies with all OCA policies.

To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.

Minimum Qualifications:

- Bachelor's degree in public administration or public affairs, criminal justice, legal studies, information systems, statistics, data analytics, computer science, or related field. Experience and education may be substituted for one another.
- Three years of progressively responsible full-time experience in data analysis, data compilation and analysis, program evaluation, and/or research.
- Three years of experience with Excel and other software tools used to manipulate and analyze data and to produce graphs, charts, and tables.
- Experience with using relational databases and querying data.
- Experience with data querying and visualization systems such as Tableau or Power BI.

Preferred Qualifications:

- Master's degree.
- Experience with the Texas courts system.
- Experience providing visualizations to multiple stakeholders.
- Experience writing reports to present research and analysis findings.
- Experience with court case management systems, e.g., Tyler, iDocket, LGS, etc.

Knowledge, Skills and Abilities:

- Proficiency in database management systems and data analysis software.
- Knowledge of statistics and analyzing data sets; running queries, report writing, and presenting findings.
- Skill in the use of a computer and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.
- Ability to compile, review, and analyze data; to prepare reports; to maintain accuracy and attention to

detail; and to communicate effectively.

- Knowledge of data models, database design development, data mining, and segmentation techniques.
- Skill in analyzing problems and devising effective solutions.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills to collaborate with and advise government stakeholders, indigent defense providers, and team members with varying levels of technical skills.
- Proficiency in Microsoft Office applications.
- Ability to multitask and work cooperatively with others.
- 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.
- Ability to gather, assemble, correlate, and analyze facts to: devise solutions to problems; market programs; prepare reports; develop, evaluate and interpret policies and procedures; communicate effectively; and serve as a lead worker providing direction to others.
- Ability to work independently.
- Ability to multi-task and manage concurrent projects or tasks to meet deadlines and adapt to changing priorities.

Employment Conditions:

- Regular attendance required.
- Travel will be required.
- 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: 25B – Information Technology Specialist, Navy: CT – Cryptologic Technician Coast Guard: IS – Intelligence Specialist, Marine Corps: 0271 – Aviation Intelligence Specialist, Air Force: 1N0X1 – All Source Intelligence, Space Force: 5I0 – All Source Intel. 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_PlanningResearchandStatistics.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.