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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: May 5, 2026

Job Listing Identification Number: 00058218

State Job Classification: Grant Specialist IV

Functional Title: Grant Specialist

Monthly Salary: \$6,150.00 - \$6,765.00

Remarks: Salary commensurate with experience.

Closing Date: May 19, 2026

State Class. No. and Pay Group: 1922/B23

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes No

Job Description:

As a Grant Specialist, you will be responsible for managing grant programs for the Texas Office of Court Administration and certain administratively-attached agencies, including the Texas Forensic Science Commission. The Grants Specialist develops grant application and evaluation processes; prepares award documents; develops grant reporting and monitors grantee reporting; administers OCA's grant management software; and maintains grant documentation, ensuring it is organized, complete, and compliant with appropriate rules, statutes, and guidelines. The Grant Specialist also assists grantees with award modifications, reporting questions, and performs related duties.

The Grant Specialist performs advanced (senior-level) grant development, coordination, and administration work. Work involves preparing, maintaining, and reporting of grants; coordinating grant applications; reviewing grant applications; using grant management software; and monitoring grant awards. The Grant Specialist may be asked to conduct analysis for bills under consideration by the Texas Legislature. The Grant Specialist may also assist in OCA contract management. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Develops grant requests for applications (RFAs) and application evaluation criteria.
- Performs grant oversight and monitoring, including desk reviews and virtual or in-person site visits.
- Assists prospective grant applicants with inquiries regarding program requirements, eligibility, and the application process.
- Evaluates grant applications and participates in grant selection and award.
- Ensures a grantee's compliance with conditions of grants by overseeing agreements, expenses, activities, and federal and state regulations.
- Reviews grant progress reports and performance metrics.
- Reviews grant expenditure reports and supporting documentation.
- Organizes and maintains grant files.

- Assists grantees with questions regarding use of funds, required documentation, eligibility of expenditures.
- Assists grantees with budget revisions and other grant award modifications.
- Provides guidance and assistance regarding grant administration, policies, and procedures and resolving related issues and concerns.
- Monitors grant implementation, management, evaluation, and close-out.
- Establishes, develops, and implements agency grant procedures.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Three years' experience in grant oversight and development or closely related work.
- Familiarity with federal or state grant management standards, e.g. TxGMS and Uniform Guidance (2 CFR Part 200).

Preferred Qualifications:

- Graduation from an accredited four-year college or university with major coursework in public administration, business administration, or a related field is generally preferred. Experience and education may be substituted for one another.
- Experience setting up new grant programs.
- Experience in using contract or grant management software or similar software.
- Experience developing and analyzing program performance metrics or conducting program evaluations.
- Experience in financial monitoring and expense review.
- Current CTCD/CTCM certification.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of laws and regulations pertaining to grants and/or contract administration.
- Knowledge of business administration principles and practices and research and budgeting processes.
- Knowledge of the Texas Grant Management Standards (TxGMS).
- Skill in grant preparation, development, evaluation, and monitoring.
- Skill in report writing.
- Skill in budget development and monitoring.
- Skill in the use of a computer and software including Adobe Acrobat, Microsoft Office, and grant management software.
- Ability to interpret guidelines, policies, procedures, and regulations.
- Ability to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements.
- Ability to communicate effectively, orally and in writing.

Employment Conditions:

- Regular attendance required.
- 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: There are no Military Occupation Specialty (MOS) codes applicable to this position. Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/compensation/militarycrosswalk/mosc_propertymanagementandprocurement.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.