



JOB POSTING

Posting Date: August 28, 2026

Job ID Number: 103862

State Classification: Investigator III

Functional Title: Compliance Investigator

Annual Salary: \$61,200.00 - \$70,119.00

Remarks: Salary commensurate with education and experience.

Closing Date: September 11, 2026

Class Code / Salary Group: 1353 / B18

FLSA Status: Exempt

Location: Austin, TX

Type of Job: Full Time

Travel Required: Yes 20%

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our [website](#).

JOB DESCRIPTION:

Performs complex (journey-level) investigative work. Work primarily involves planning and conducting complex administrative investigations to ensure statewide compliance with multiple judicial certification programs, standards, statutes, and rules for the Judicial Branch Certification Commission (JBCC). Specific duties include interviewing complainants, witnesses, and respondents to elicit pertinent facts; gathering relevant documents; analyzing factual and legal information; preparing detailed reports of investigation in the approved format; assisting prosecutors in preparing cases for resolution; testifying in administrative hearings, complaint review committee and commission meetings. Work is performed under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Analyzes assigned cases to develop an investigative plan and conducts complex investigations of suspected violations of the certification program standards, statutes, and rules.
- Identifies, evaluates, and collects information, data, and evidence.
- Conducts interviews of complainants, respondents, and all pertinent witnesses, including follow-up interviews as necessary to clarify inconsistencies in statements or to fill in gaps in the information obtained.
- Conducts Internet research to secure identity, location, ownership, and other background information about individuals, court, and business entities.

- Upon the completion of each investigation, prepares a detailed and complete written report of investigation in the approved format, for referral to the complaint review committee and the JBCC.
- Assists attorneys in preparation of evidence for administrative hearings and informal settlement conferences.
- Provides testimony in complaint review committee meetings and JBCC meetings and administrative hearings.
- Participates in informal settlement conferences and other mediation efforts with legal staff.
- Pursues compliance activities to discover unlicensed activity and other violations of the law.
- Acts as a liaison with local, state, and federal agencies to enhance enforcement of judicial certification programs.
- Assists in educating the regulated industries and the public by responding to inquiries and making speaking presentations to groups as needed regarding judicial certification programs.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff, working with prosecutor and compliance team.
- Keeps management appropriately informed of ongoing investigations.
- Adheres to all Office of Court Administration (OCA) Personnel Policies and performs duties in accordance with the Certification Division procedures and guidelines.
- 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 or related field. Additional experience directly related to job duties may substitute for education on a year-for-year basis.
- Three (3) years of experience in investigations, inspections, enforcement, and/or administration of a governmental regulatory program required.

PREFERRED QUALIFICATIONS:

- Bilingual in Spanish/English language.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of investigative principles, techniques, and procedures; and court procedures, practices, and rules of evidence.
- Skill in the operation of technical equipment and detection devices, in the use of a computer and applicable software, and in mediation and negotiation techniques.
- Ability to conduct investigations; to interpret and apply laws and regulations; to work with local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; and to communicate effectively.

EMPLOYMENT CONDITIONS:

- Regular attendance required.

- Travel may be required.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May talk on phone an extended period
- May operate a motor vehicle to conduct agency business.
- May require some lifting, up to 50 pounds.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and include a resume. Resumes will NOT be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under “Occupational Category” for the respective Class Title.

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf

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.