Office of Court Administration
Megan LaVoie, Administrative Director

JOB POSTING

Posting Date: November 20, 2026
Job ID Number: 108465
State Classification: Executive Assistant IV
Functional Title: Executive Assistant
Annual Salary: $75,600.00 – $81,600.00
Remarks: Salary commensurate with qualifications and experience.

Closing Date: December 4, 2026
Class Code / Salary Group: 0166 / B23
FLSA Status: Exempt
Location: Austin, TX
Type of Job: Full Time
Travel Required: Yes (10%)

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

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. This position is with the Texas Forensic Science Commission, a division under the administration of the OCA.

JOB DESCRIPTION:

Performs highly advanced (senior-level) professional assistance work for three attorneys and one scientific program coordinator. Work involves providing and overseeing a wide variety of high-level professional assistance including managing office workloads and the day-to-day activities of an executive(s). May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Assist the General Counsel in the performance of all administrative responsibilities and assist other senior staff as directed by the General Counsel.
- Maintain a comprehensive calendar of staff work, meetings, and deadlines.
- Develop and maintain case management systems and databases.

- Maintain files for the office and for the investigation and handling of all complaints and self-disclosures.
- Receive, review, and organize case documents and ensure that all relevant information is available to commission members and staff.
- Manage correspondence with parties involved in complaints and self-disclosures and other pending matters before the Commission.
- Prepare agendas and organize agenda materials for Commission meetings and for any other meetings designated by the General Counsel.
- Plan, Coordinate, and attend Commission meetings and take and prepare minutes, ensuring accurate documentation of proceedings. Provide similar assistance for other meetings as requested by the General Counsel.
- Process travel and other reimbursement requests.
- Assist with administrative elements of contracts and grants, such as facilitating signatures and working with the Office of Court Administration contract specialists.
- Assist with communications for the agency, including social media, creation of digital report covers, conference flyers, and other education and training material.
- Assist in the development of training programs for forensic scientists, law enforcement personnel, judges, attorneys, and other stakeholders.
- Interface with key staff at the Office of Court Administration on behalf of the General Counsel.
- Manage the TFSC website.
- Answer public information (Rule 12) requests and customer service inquiries under the guidance of the Associate General Counsel.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with major course work in business administration, court administration, public administration, or related field.
- Three or more years of experience providing executive support, office management or related work.
- Experience working with executives and clients/customers in a public agency, including drafting of communications.

PREFERRED QUALIFICATIONS:

- Experience managing complex cases such as in a law firm or government agency setting, including handling multiple tasks simultaneously.
- Proficient in Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint and Teams
- Experience working with Adobe Software.

- Strong background working with Open Government/Open Meeting Laws and familiar with Public Information Act Laws.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of accepted business practices and procedures; applicable rules, regulations, and policies; and related legislative and legal practices and procedures.
- Strong communication skills.
- Skill in the use of standard office equipment and software.
- Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively; and to provide guidance to others.
- Ability to use AI tools to create demonstratives and summarize information, and understanding of limitations and risks of these tools.
- Ability to track and budget agency income and expenses; experience working in CAPPS or similar financial environment; and to provide strong attention to detail.
- Ability to organize and track deadlines and documents within a high demand environment.

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 the phone for extended periods of time.
- May operate a motor vehicle to conduct agency business.
- May require some lifting, up to 20 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_AdministrativeSupport.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.