



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** August 24<sup>th</sup>, 2021

**Job Listing Identification Number:** 14771300

**State Job Title:** Payroll Specialist IV

**Agency Job Title:** Payroll Officer

**Monthly Salary:** \$6,030.00 - \$6,250.00

**Remarks:** Salary commensurate with experience.

**Closing Date:** Until Filled

**State Class. No. and PayGroup:** 1294/B21

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, Texas

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes 5%  No

#### Job Description:

Performs highly complex (senior-level) payroll processing work in the Finance and Operations Division of the Office of Court Administration (OCA). Primary duties involve creating/verifying payrolls and reviewing leave accounting in the Centralized Accounting and Payroll/Personnel System (CAPPS) for approximately 280 full-time employees, as well as preparing and submitting state and federal reports associated with payroll and leave. Work requires thorough knowledge of state and federal rules, laws, and regulations related to payroll and leave accounting. Reports to the Deputy Chief Financial Officer and works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Serves as agency's Payroll Officer by processing monthly and supplemental payrolls in CAPPS; entering/verifying payroll changes in CAPPS; calculating proposed payroll changes; processing journals to record or to correct/balance CAPPS Financials and USAS; submitting journals to manage USAS benefit appropriations; providing instruction and guidance to staff on payroll matters; and preparing/submitted all required monthly, quarterly, and annual state and federal payroll-related reports.
- Serves as agency's Time Administrator by maintaining agency leave accounting records; monitoring types of leave taken and confirming receipt of required documentation; correcting leave-time exceptions in CAPPS; and providing instruction and guidance to staff on leave matters.
- Serves as Level 1 Support for CAPPS HR/Payroll: submits Service Request (SR) tickets to CPA, attends user-group meetings, and monitors email notices for updates, upgrades, and issues.
- Assists in the preparation of various financial statements, records, and reports.
- Assists in interpreting and developing policies and procedures related to payroll and leave accounting.

- Maintains payroll and leave files in compliance with the approved agency's records retention guidelines; and prepares records for storage as needed.
- Maintains a high level of professionalism and provides efficient and effective customer service.
- Maintains strict confidentiality of all information related to payroll, time & leave, and personnel matters affecting the agency and its employees.
- Keeps abreast of all internal, state, and federal rules and regulations pertaining to payroll and leave accounting.
- Attends work on a regular and predictable schedule in accordance with agency leave policy.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with course work in accounting, business, or public administration; may substitute four years of full-time experience working in an accounting or business office.
- Two years of experience related to preparing, reviewing, and/or auditing employee payrolls, including financial analysis and/or reconciling payroll records, accounts, or reports.

**Preferred Qualifications:**

- Graduation from an accredited four-year college with a degree in accounting, finance, business administration, public administration, or a related field.
- Two or more years of experience processing payrolls for a Texas state agency.
- Experience administering leave accounting for a Texas state agency.
- Knowledgeable about State of Texas and Federal guidelines as they relate to payroll, payroll reporting, and leave accounting.
- Knowledge of and experience utilizing the Centralized Accounting Payroll/Personnel System (CAPPS) for payroll and leave accounting.
- Knowledge of an experience utilizing the Uniform Statewide Accounting System (USAS).
- Strong organization skills with aptitude for detail.
- Strong verbal and written communication skills.
- Ability to meet strict deadlines while maintaining extreme attention to detail.
- Ability to handle multiple projects and meet deadlines.
- Ability to perform financial analysis.
- Ability to interpret laws, statutes, and regulations.

**Employment Conditions:**

- Regular attendance required.
- Must sit for extended periods of time.
- Performs repetitive motion data entry.
- Operate office equipment and computer systems.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

36B, 741X, 5k, 3432, 6fox1

Additional Military Crosswalk information can be accessed at

[Military Crosswalk for Occupational Category - Accounting, Auditing, and Finance \(texas.gov\)](#)

**To Apply:**

**All applications for employment with the Office of Court Administration must be submitted electronically through [www.WorkinTexas.com](http://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.

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.