



## OFFICE OF COURT ADMINISTRATION

### JOB VACANCY NOTICE

**Posting Date:** September 2, 2021 (REV 9/22/21)

**Job Listing Identification Number:** 14791785

**State Job Title:** Administrative Assistant V

**Agency Job Title:** Administrative Assistant

**Monthly Salary:** \$4,000.00

**Remarks:** *Temporary remote work position available.  
Weekends and holidays are required.*

**Closing Date:** Until Filled

**State Class. No. and PayGroup:** 0158/A17

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, Texas

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

**Travel Required:**  Yes  No

#### Job Description:

**Note:** The following shift is available:

- 35+ hour/wk position – 4:00 PM to 11:00 PM, Wednesday-Friday, and 12:00 PM to 9:00 PM Saturday-Sunday

Performs advanced (senior-level) administrative support work. Work involves coordinating and facilitating remote court magistration hearings and providing administrative support including disseminating information, developing filing systems, and preparing and editing reports and documents. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Set up and create dockets for magistration hearings in video magistration software/system.
- Coordinate court interpreter support for magistration hearings.
- Assist judges with court proceedings and technical issues related to video magistration hearings.
- Develop, coordinate, and maintain magistration hearing documents and filing systems or other systems as necessary.
- Distribute magistration hearing documents as required to appointed attorneys, county clerk, jail facility, and any other essential persons.
- Communicate effectively with court personnel, lawyers, judges, staff, and others.
- Serve as primary point of contact for court personnel, law enforcement, judges, and interpreters for matters related to assigned magistration hearings.
- Prepare routine and special correspondence, reports, forms, and documents.

- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- Graduation from a standard senior high school or equivalent.
- Experience working in an administrative or office environment or supporting legal or judicial personnel.
- Skill in the use of computer equipment, word processing, and spreadsheet software, and automated systems.

**Preferred Qualifications:**

- Working knowledge of office practices and administrative procedures in the legal/judicial or related field.

**Employment Conditions:**

- Must sit for extended periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.

**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.

68G, PS, PERS, 0100, 0111, 3F5X1,

Additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**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.