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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: March 11, 2025

Job Listing Identification Number: 00045717

State Job Classification: Auditor II

Functional Title: Guardianship Compliance Specialist

Monthly Salary: \$4,583.00 - \$5,667.00

Remarks: This posting is for multiple positions. This is a statewide position with remote working options available.

Closing Date: March 31, 2025

State Class. No. and Pay Group: 1046/B20

FLSA Status: Exempt Non-Exempt

Location: Texas- Statewide

Type of Job: Full Time Part Time

Travel Required: Yes 50% No

Job Description:

Performs moderately complex (journey-level) auditing work. Work involves examining, investigating, and reviewing records, reports, financial statements, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Work with the assigned court to analyze guardianship cases, audit annual accountings and conduct compliance reviews for the courts to ensure compliance with statutory requirements.
- Work with local courts to provide information and assist with implementing best practices in managing guardianship cases.
- Review guardian reports for compliance and to identify guardianship well-being and financial exploitation concerns in violation of standards, statutes, and rules to protect the assets of persons under guardianship.
- Define and gather financial documents including supporting documentation.
- Conduct court compliance reviews, report findings, compliance discrepancies, and recommends corrective actions.
- Conduct interviews of court personnel and pertinent witnesses as necessary to clarify information obtained.
- Provide testimony on compliance findings in meetings and legal proceedings as requested.
- Advise the court and other stakeholders on the requirements, compliance, and noncompliance status, and recommend improvements as appropriate.
- Track and maintain compliance data and information to report to the courts and the OCA.
- Serve as a liaison with the courts to enhance compliance with statutory requirements and best

practices.

- 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, accounting, financial planning, estates, law, or a related field; may substitute four years full-time experience directly related to job duties for required education on a year-for-year basis.
- One year of experience in auditing, investigations, or guardianship experience.
- Working knowledge of word processing and spreadsheet applications is required.

Preferred Qualifications:

- Two years of experience in auditing, investigations, or guardianship experience.
- Experience working guardianship compliance in the courts.
- Experience working with court records, court procedures, and guardianship processes.
- Experience working in accounting or finance.

Knowledge, Skills, and Abilities (KSAs):

- Ability to gather and report facts with a thorough knowledge of investigative methods.
- Knowledge of accounting and auditing methods and systems, including Generally Accepted Government Auditing Standards (GAGAS) and Generally Accepted Accounting Principles (GAAP).
- Ability to:
 - compose clear and concise audit reports and correspondence
 - gather and analyze accurate and relevant audit information
 - accurately complete and assemble audit working papers
 - communicate effectively
 - work on multiple cases simultaneously
 - establish and maintain positive, courteous, and effective working relationships.
- Skill in using proper spelling, punctuation, sentence structure and grammar.
- Ability to interpret and explain rules and statutes, and to apply provisions of the law to individual cases.
- Working knowledge of Texas Estates Code, law proceedings and the associated legal documents.
- Excellent organizational skills with the ability to meet deadlines.

Employment Conditions:

- Regular attendance required.
- Travel will be required.
- Must sit for extended periods of time.
- May talk on phone an extended period of time.

- Requires some lifting up to 15 pounds occasionally.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 36A Financial Manager; Navy: 310X Supply Corps Officer; Coast Guard: F&S Finance and Supply (Warrant); Marine Corps: 3402 Finance Officer (Warrant); Air Force: 2R0X1 Maintenance Management Analysis; Space Force: No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.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.