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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** March 17, 2025

**Job Listing Identification Number:** 00048611

**State Job Classification:** Court Coordinator

**Functional Title:** Court Coordinator

**Monthly Salary:** \$4,327.13

**Remarks:** *Serves Chambers, Galveston, Liberty, Montgomery, and Waller Counties. Up to 30% travel is required for this position.*

**Closing Date:** March 31, 2025

**State Class. No. and Pay Group:** 3637/B17

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Houston, TX

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

**Travel Required:**  Yes (30%)  No

### Job Description:

Performs advanced (senior-level) court coordination work and technical assistance for Child Support Court under the Presiding Judge of the 2<sup>nd</sup> administrative judicial region. Work involves overseeing court administrative operations for child support cases. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Serves Chambers, Galveston, Liberty, Montgomery, and Waller Counties.

### Essential Job Functions:

- Prepares dockets or calendars cases as they proceed to disposition.
- Prepares special reports or analysis to monitor and evaluate compliance with case disposition time frames.
- Prepares, interprets, and disseminates information about the child support courts and their programs.
- Prepares routine and special correspondence, reports, forms, and documents for child support cases.
- Coordinates court dates, room availability, and court reporter availability with appropriate parties as necessary.
- Develop, coordinate, and maintain the record-keeping and filing system of the court.
- Serves as the primary point of contact with the child support court judge's office.
- Maintains court records and ensures appropriate records are retained according to assigned retention period.
- Assists judges with court proceedings, including recording of some proceedings.
- May serve as the public's primary, initial point of contact with the judge's office.
- Communicates effectively with court personnel, lawyers, judges, staff, and others.
- Assists in the development of court guidelines, proceedings, and standards for achieving court goals.
- May supervise the work of others.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- Two years of college. May substitute full-time experience in a related field as described in the essential functions below for the required education on a year-for-year basis.
- Two years of experience in an administrative or office environment or supporting legal or judicial personnel.

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university.
- Experience in the use of legal and technical terminology, of business English and spelling, of hearing procedures, and of the use of legal records.

**Knowledge, Skills, and Abilities (KSAs):**

- Working knowledge of office practices and administrative procedures in the legal/judicial or related field.
- Knowledge of child support cases.
- Skill in the use of computer equipment, word processing, and spreadsheet software, and automated systems.

**Employment Conditions:**

- Regular attendance required.
- Travel may be required.
- Sit for long periods of time.
- Operate office equipment and computer systems.
- Adhere to Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: 27D-Paralegal Specialist, Navy: LN- Legalman, Coast Guard: No military equivalency, Marine Corps: 4421- Legal Services Specialist, Air Force: 5J0X1- Paralegal, Space Force: No military equivalency. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at:

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

**To Apply:** All applications for employment with the Office of Court Administration may be submitted electronically through [CAPPS Careers](#) and can be viewed on [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. 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.