



Office of Court Administration

Megan LaVoie, Administrative Director

Job Posting

Posting Date: July 23, 2026

Job ID Number: 102063

State Classification: Human Resources Specialist I

Functional Title: Human Resources Specialist

Monthly Salary: \$4,000.00 – \$4,400.00

Remarks: Salary dependent upon qualifications.

Closing Date: August 6, 2026

State Class. No. / Pay Group: 1729/B16

FLSA Status: ☐ Exempt ☒ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 5% ☐ No

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](#).

JOB DESCRIPTION:

Performs entry-level (journey-level) human resources management work. Work involves administering or assisting the Human Resources Division within the Office of Court Administration (OCA) and delivers various tasks in Human Resources including but not limited to job postings, screenings, interviewing, training, engagement and benefits. This position will work under close supervision, with minimal latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Maintains e-personnel files, ensuring all pertinent documents are filed and records retention schedule is followed.
- Creates job descriptions for new employees and routes for approvals.
- Screens telephone calls and greets visitors; routes calls and directs visitors to appropriate staff.
- Answers basic human resources and agency questions and resolves routine issues.
- Processes incoming verifications of employment.
- Assists with preparing and/or revising job descriptions and job postings.
- Assists with onboarding new employees and assisting with New Hire Orientation; ensures all new hire paperwork is sent, submitted timely and filed in the new employee's e-file
- Represents the Office of Court Administration (OCA) at recruitment events.
- May screen applications.
- May enter, update, and retrieve information from various automated human resources and/or payroll systems.
- May assist with scheduling interviews.

- May organize training classes and new hire orientation sessions.
- Maintains confidentiality when working with sensitive and confidential information.
- Attends work regularly in accordance with agency leave policy.
- Performs related work as assigned and complies with all OCA policies.

To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in Human Resources **or**
- Associate degree or sixty college hours from an accredited college or university; plus two (2) years full-time Human Resources experience.
- Proficient with Microsoft Office products (Word, Excel, SharePoint, etc.).

PREFERRED QUALIFICATIONS:

- Human Resources experience at a Texas State Agency.
- Experience with the Centralized Accounting and Payroll/Personnel System (CAPPS) HR/Payroll and/or Recruit.
- Certification from the Society of Human Resource Management or the Human Resources Certification Institute.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of principles and practices of human resources management.
- Knowledge of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development.
- Knowledge of federal, state, and local laws and regulations governing personnel activities.
- Knowledge of CAPPS HR/Payroll/Recruit.
- Knowledge of SharePoint applications and tools.
- Skilled in handling multiple tasks and prioritizing.
- Ability to maintain confidential and sensitive information.
- Ability to evaluate applicant qualifications and communicate effectively, both orally and in writing.
- Ability to analyze information, make correct inferences, and draw accurate conclusions.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Travel may be required.

- Operates standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May require some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct business.

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_HumanResourcesandTrainingandDevelopment.pdf

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.