The Trial Court Administrator (TCA) is an executive management position responsible for the administration of trial court operations, programs, and services. This is a leadership position, responsible for business functions, operational functions, due process and court room management. Key areas of focus and responsibility include financial and budget services, strategic and operational planning, information technology and communications, security, personnel, facilities, capital projects, and public relations/public information. The TCA prepares the circuit court budget for state and county government appropriations, negotiates contracts with the public and private vendors, manages a broad variety of court programs including mediation, case management, court reporting, court interpreters, drug court, teen court, children’s justice center, elder justice center, plans and coordinates capital projects, and coordinates media access for the court. The TCA is also responsible for strategic planning for developing and implementing court technology initiatives, and maximizing judicial resources. Working relationships are established with judges, state attorneys, public defenders, clerk, judicial commissions, committees, and conferences, other state and federal courts (including the Supreme Court), community organizations and councils, local municipalities and county government, state agencies, sheriffs’ offices, and the public. The TCA is appointed by a majority of the judges of the trial court and reports directly to the chief judge.

MINIMUM EDUCATION and TRAINING GUIDELINES: A bachelor’s degree in public, business or judicial administration; law; or a closely related field. A master’s degree or Juris Doctorate is preferred. Five years of related experience, including extensive knowledge of the Florida State Court system. Executive leadership experience and a working knowledge of Hillsborough County Government is preferred. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the operations and procedures of the State Courts System. Knowledge of state and local government budget processes. Ability to develop and prepare a budget. Knowledge of the principles of personnel administration. Ability to manage and direct capital projects. Ability to supervise administrative, professional, and support staff. Ability to establish priorities and manage multiple projects. Ability to identify security needs and evaluate security systems. Knowledge of state and local government purchasing rules and procedures. Ability to work with elected officials. Ability to communicate clearly. Knowledge of the Core Competencies set forth by the National Association Of Court Managers. Ability to resolve conflict and reach consensus on countervailing interests. Ability to develop strategies for communicating with the media on sensitive issues before the court. Ability to identify and evaluate technology needs. Ability to identify training needs for court employees. Ability to develop and implement strategic and long range plans for improving court operations.

HOW TO APPLY: To apply submit cover letter, current State of Florida application, resume, references, and verification of required education (i.e., copy of college degree or college transcript) via email to: crps@fljud13.org Subject line should read: “Trial Court Administrator Vacancy”.

Your application must be received by 5:00pm on the closing date. The successful applicant will be subject to a criminal background check. We are an equal opportunity employer. We do not discriminate of the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call 272-5247. Persons using a TDD may contact Tonya Muhammad through the Florida Relay Service 1-800-955-8771.