Official Job Title: Trial Court Administrator - Executive Office (State Funded)
Unit Name: Trial Court Administrator
Division: Court Administration

$135,500.00 ANNUAL (State Funded) (FULLTIME) + Benefits
Occupation Code: Trial Court Administrator
Working Title: Trial Court Administrator

(Salary is non-negotiable.) Successful candidate will be hired at the salary minimum.

To apply for this position, visit: https://www.jud11.flcourts.org/General-Information/Job-Opportunities and fully complete the job application, including the supplemental questions, and attach both a resume and cover letter. In addition, please submit a written vision statement of no more than 500 words describing what unique skills, perspective and experience you would bring to the Eleventh Judicial Circuit, Administrative Office of the Courts.

It is important your application includes all your relevant education and work experience and that you answer all questions associated with the application and supplemental questionnaire to receive proper consideration. Resumes alone will not be accepted in lieu of a fully completed application.

Description:
The Eleventh Judicial Circuit of Florida is accepting applications for the position of Trial Court Administrator. Under the direction of the Chief Judge, the Trial Court Administrator is responsible for the day-to-day administration of trial court operations, programs, and services including financial and budget services, strategic and operational planning, information technology and communications, security, human resources, facilities, and capital projects. The Trial Court Administrator develops and implements strategic plans and administrative policies for the judiciary and represents the judiciary in dealing with the legislative and executive branches of state and county government. The Trial Court Administrator is selected by the chief judge subject to concurrence by a majority vote of the circuit and county judges of the circuit.

Working Conditions:
Moderate noise; business office setting. This position is eligible for a hybrid remote work/onsite schedule as outlined by existing Circuit policies and procedures.

Physical Demands:
Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; must be able to transfer up to 10 pounds.

Communication:
Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Qualifications:

• Graduation from an accredited four-year college or university with a major in court administration, public administration, business administration, judicial administration, law, management, or a related area; and
• Minimum five (5) years of professional experience in court administration or government administration, including knowledge of the Florida Court System; and
• Minimum five (5) years of experience supervising senior and executive level personnel.
• A Juris Doctor, Master’s Degree or certification by the Institute for Court Management may substitute for one year of the non-supervisory experience.
Certification by the Institute for Court Management, National Center for State Courts, preferred.

Knowledge, Skills, and Abilities (KSAs):

- Extensive knowledge of directing the non-judicial activities of the court and demonstrating knowledge of court operations and principles and practices of public and judicial administration.
- Extensive knowledge of the laws, rules, and regulations relative to Florida State Courts System and Court Administration.
- Knowledge of court case management principles and practices.
- Knowledge of and proficiency in Microsoft Word, Excel, and Outlook.
- Knowledge of the principles, policies, procedures and techniques of budgeting, finance, accounting and procurement and their applications to government.
- Knowledge of the organization, functions, responsibilities, and procedures of the courts.
- Ability to communicate effectively orally and in writing.
- Ability to evaluate court performance and have a commitment to organizational excellence and progressive management.
- Ability to provide executive leadership and develop and achieve a broad organizational vision through strategic planning.
- Ability to synthesize or integrate analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.
- Ability to work in an environment with frequent changes in conditions, competing priorities and changing policies.
- Ability to exercise judgment and discretion in devising, installing and interpreting court policies, rules, and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to manage time and resources and maintain confidentiality and discretion concerning sensitive matters.

Responsibilities:

Among other responsibilities, the Trial Court Administrator:

- Directs executive level staff in the areas of court operations, programs, budget and accounting, technology, purchasing, emergency management, and human resources;
- Oversees court programs and services, ensuring compliance with applicable procedures, policy, regulations and statutes;
- Develops policies and procedures in consultation with senior management and general counsel to ensure efficient and economical organizational operations;
- Collaborates with senior management to develop long-range strategic plans and capital projects; oversees and coordinates implementation of plans to ensure adherence to organizational standards, policy and procedures;
- Presents and defends budget requirements; collaborates on development of capital budgets; oversees fiscal activities to ensure proper accounting controls and to review and approve expenditures; directs the preparation of the circuit’s budget for state and county government appropriations; negotiates contracts with public and private vendors;
- Supervises staff; oversees staffing standards, recruitment, selection, training, counseling, disciplining and terminations; prepares periodic employee performance evaluations;
- Oversees and directs information technology to ensure provision of useful systems and to increase productivity; oversees web site development, maintenance and support; oversees long range and strategic planning for developing and implementing court technology initiatives, and maximizing judicial resources;
- Directs facility management, including facility security, construction and/or reconstruction, and maintenance of facility;
- Manages administrative matters such as preparing reports or correspondence, conducting special studies or research, developing and administering training, or providing for staff technical or professional growth;
• Liaisons with public and private agencies regarding organizational programs and services; participates in communications and media relations to promote the organization;
• Attends and/or conducts staff, board, committee, task force and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills;
• Establishes and maintains working relationships with judges, state attorneys, public defenders, clerks, judicial commissions, committees, and conferences, other state and federal courts (including the Supreme Court), community organizations and councils, local municipality and county government, state agencies, sheriffs’ offices, and the public.
• Performs other related duties as required.