



The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

Administrative Office of the Courts

JOB OPPORTUNITY

FULL-TIME POSITION

POSITION TITLE: Court Operations Manager	POSITION LOCATION: Alachua County
POSITION #: 10096	SALARY: \$53,028.86/annually

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in the organization, development, and implementation of court administration services. The position requires the Court Operations Manager to meet the needs of the administrative judges of the civil and family courts, and all judges within the Circuit. Duties include coordination of trials and other court events, the development and implementation of court administration services, and media coverage of court events. The position is also responsible for monitoring the performance of various court programs to assure compliance with court policy and procedures. This position is based in Alachua County, but travel to any of the six counties within the Eighth Judicial Circuit may be required.

KNOWLEDGE, SKILLS, ABILITIES

Ability to assist in the management of the Family and Civil Justice Center, to include overseeing jury management. Capable of gathering information/data to support periodic and special reports documenting and evaluating activities. Attend staff, Emergency Management and other professional meetings to exchange information. Review, approve and ensure the accurate maintenance of all records, reports, statistical data, and files concerning the division's activities. Ability to work in paperless environment, and assist with training others to utilize technology to maximize performance. Ability to work independently as well as through collaboration to make and execute decisions after thorough review of the court's operations, setting priorities and ensuring timely completion of tasks assigned. Establish and maintain working relationships with judges, court personnel, clerks of court, law clerks, state and county officials, attorneys, local organizations, social services agencies, and the general public.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university in judicial, public or business administration, criminology, or a related social science. Five years of related experience. An additional two years of supervisory experience preferred. Graduation from an accredited law school or a master's degree may substitute for the recommended experience. Progressively responsible experience may substitute for recommended college education on a year for year basis.

SALARY AND BENEFITS

Salary is \$53,028.86/annually. State of Florida health, life, dental, vision, supplemental and retirement benefits offered.

APPLICATION PROCESS

A [State of Florida Employment Application](#), cover letter and resume are required. Application packet must be received by 11:00 a.m. on Monday, July 2, 2018. Please submit these documents via email to employment@circuit8.org, or via mail to Human Resources Manager, Alachua County Family/Civil Courthouse, 201 E. University Avenue, Room 410, Gainesville, FL 32601.

NOTICE

The successful applicant will be subject to a criminal background check. EOE.

If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.