



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: Trial Court Administrator	POSITION LOCATION: Alachua County
POSITION #: 1500	SALARY: \$120,500/annually

GENERAL DESCRIPTION

The Trial Court Administrator is the Chief Executive Officer of the Eighth Judicial Circuit Court. The position reports directly to the Chief Judge and serves at the pleasure of the court. 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.

The essential function of the position within the organization is to direct and manage trial court operations, programs and services in the six counties comprising the Eighth Judicial Circuit. The position is responsible for staff supervision; performing strategic planning; managing court programs and services, and implementing policy and procedures; developing and administering state and county budgets, state and county financial reports; overseeing web site and technology development and services; building facilities oversight, maintenance and development and performing related administrative functions; coordination of security and emergency operations, planning, recruitment and training of staff. The position assists in formulating long range goals for the organization; develops policy and position papers and performs overall related administrative functions.

ACTIVITIES, FUNCTIONS, RESPONSIBILITIES

The Court Administrator provides leadership and management of the following departments and functions: Administrative Services, Criminal Court Services, Family and Civil Court Services, Jury Management, Technology and Information Services, Media Services, Magistrate/Judicial Hearing Officers, Staff Attorneys, Court Reporting, Court Interpreting, Mediation Services and other court programs.

The Court Administrator is responsible for directing the administrative functions of the court system which includes matters such as developing policies and procedures in consultation with the Chief Judge to ensure efficient and economical organizational operations; preparing complex reports or correspondence; conducting special studies or research; establishing staffing standards, selecting or recommending selection of staff; staff training and assignment; evaluation of staff and job performance; counseling, disciplining, and termination or recommending termination; and preparing periodic employee performance evaluations.

The Court Administrator has daily interaction with the Chief Judge, the judiciary, judicial staff and all members of the court regarding policy and operational matters; responds to court system needs in regard to immediate and long term trends; coordinates and supports judicial branch leaders in achieving the court system's objectives. The Court Administrator liaisons with public and private agencies and represents the interests of the circuit before the County Commissions, Clerks of Court, and Sheriffs of all six counties, the Office of the State Courts Administrator and others. The Court Administrator must possess a thorough understanding of the Florida courts and the local and statewide political process.

The Court Administrator supervises the preparation and submission of proposed budget requests for the court system; collaborates on development of capital projects; oversees fiscal activity to ensure proper

accounting controls to review and approve expenditures; informs the judiciary of final budget requests and any proposed substantive law changes and appears in support of final budget requests on behalf of the court; coordinates educational and training sessions for the state courts system and related personnel; collects and compiles uniform financial and statistical data and information reflecting cost, workload, business and other functions related to the court; and is the custodian of all records in the administrator's office. Decisions often require proactive intervention and can have statewide or precedent setting import that requires problem solving skills applied in a highly visible and stressful environment.

The Court Administrator supervises communications to promote the organization and coordinate media relations, and supervises information technology to ensure provision of useful productive electronic systems to increase productivity.

QUALIFICATIONS AND COMPETENCIES

Bachelor's degree from an accredited four-year college or university with a major in public, judicial, or business administration; criminal justice; or a related social science; and six years of substantial management experience, preferably in court, judicial, or legal administration.

A Juris Doctor or Master's degree is preferred and may substitute for three years of management experience. If the candidate has earned a more advanced degree as specified above, then an undergraduate degree in any subject area of discipline is acceptable.

Applicant must possess highly developed skills and expertise in organizational leadership, management of complex organizations, supervision, and communication. The successful applicant must have the ability to demonstrate leadership in the administration of Florida's courts through respect, integrity, innovation, flexibility, accountability, and excellence.

Must be able to frequently and intensively interact with judges and court managers from all levels of the court system and be comfortable with and confident about integrating, employing, and responding to numerous streams of information and sometimes conflicting demands. This individual must be capable of formulating and implementing plans in a timely and efficient manner once goals and policies have been established by Eighth Judicial Circuit.

It is essential for the individual in this position to possess the ability to articulately describe the judicial function and the role of the courts within our system of government; have the ability to present court interests and values before the Legislature; work with the leadership of state and local government, national court organizations, and private enterprise; and effectively represent the courts before the public and to the media.

Must possess the ability to develop and present goals for long range and short range strategic planning for the judicial branch; develop and implement administrative policies, procedures and services for the state court system; assess technology needs and provide direction for the development of technological solutions for the judicial branch; provide guidance and direction for human resource management in the state courts, including the recruitment and retention of skilled personnel and the development of professional competencies through education and training of court officers and staff; oversee the preparation of a large and complex operating budget.

Successful applicant must possess knowledge of modern personnel administration and principles of organizational behavior. Knowledge of court management methodology, case management, ancillary court services and activities necessary to support the core functions of trial and appellate courts is also required.

SALARY AND BENEFITS

Salary is \$120,500/annually and non-negotiable. Competitive compensation package includes health insurance, retirement plan, life insurance, a self-funded deferred compensation plan, and other services.

APPLICATION PROCESS

All applications must be submitted through [People First](#) and include a cover letter, resume and a 500-word vision statement describing what unique skills, perspective and experience you would bring to the Eighth Judicial Circuit Court. Please note that in addition to the listed requirements above, applicants will receive supplemental questions and instructions within one week of their submittal. Complete application packets must be received by July 14, 2022. All required information must be received to be considered for this position. Interviews are tentatively being scheduled the last week of August through the first week of September 2022. Start date for this position is January 1, 2023.

Questions can be submitted to employment@circuit8.org.

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.