

# Administrative Offices of the Court Nineteenth Judicial Circuit Court

## JOB ANNOUNCEMENT

### TRIAL COURT ADMINISTRATOR

Location: 250 NW Country Club Drive, Port St. Lucie, Florida 34986

Salary: \$9,583.33 monthly plus benefits; State Pay Grade 016

***Successful candidate will be hired at the minimum salary for the position***

#### **Job Description:**

The essential functions of the Trial Court Administrator within the Florida State Courts System are to direct and manage trial court operations, programs and services; supervise staff; conduct strategic planning; develop and implement policy and procedures; develop and administer budgets; manage court facilities; and perform related administrative functions. The Trial Court Administrator takes direction from the Chief Judge of the Nineteenth Judicial Circuit.

#### **Examples of Work Performed:**

Directs court programs and services, ensuring compliance with applicable procedures, policy, regulations and statutes.

Supervises staff, including organizing and selecting staff or recommending their selection; trains, assigns, and evaluates staff work; provides for staff technical or professional growth; counsels, disciplines, and terminates or recommends termination of staff; and prepares periodic employee performance evaluations.

Develops policies and procedures in consultation with senior management staff to ensure efficient and economical operations and evaluates results to ensure compliance and identify deficiencies.

Collaborates with senior management staff to develop strategic plans and capital projects; oversees and coordinates implementation of plans to ensure adherence to standards, policies, and procedures, and makes adjustments as needed.

Develops, presents, and defends budget requirements; collaborates on development of capital budgets; oversees fiscal activity to ensure proper accounting controls and to review and approve expenditures.

Oversees court facilities, including security in cooperation with law enforcement, construction and/or reconstruction, and maintenance.

Supervises information technology to ensure availability and functionality of various information and recording systems for the judiciary and staff.

Serves as liaison with public and private entities regarding court programs and services; supervises communications and coordinates media relations. Attends and/or conducts staff, board, committee, task force and other professional meetings and conferences; attends technical or professional seminars or conferences to improve professional skills.

**Education and Experience Required:**

**Education.** A juris doctorate degree (Florida Bar membership preferred), or a bachelor's degree in public, business, or judicial administration (master's degree preferred). Additional relevant experience may substitute for the preferred educational level on a year-to-year basis.

**Experience.** Five years of related work experience, including extensive knowledge of the Florida State Courts System and two years' supervisory experience. Additional relevant education may substitute for experience on a year-for-year basis, excluding supervisory experience.

**Submit State of Florida Application, Resume, and References to:**

[HR@circuit19.org](mailto:HR@circuit19.org)

**Application Deadline:**

Open Until Filled

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMODATION  
TO PARTICIPATEIN THE APPLICATION/SELECTION PROCESS SHOULD CALL  
THE HUMAN RESOURCES DEPARTMENT AT (772) 807-4370 (OPTION 6)