**Job Advertisement**

Job Advertising Source: People First Website; OSCA Website

Requester: Debra Marchant

**Closing Date: September 10, 2021**

**Position# 001461**

**Class Title: Trial Court Administrator**

**$-$ Annually 130,500.00**

**Location**

4th Judicial Circuit Court, \_, Jacksonville, Florida

**Description**

The essential function of the position within the organization is to direct and manage the trail court operations, programs, and services. The position is responsible for supervising staff, performing strategic planning, managing court programs and services, developing and implementing policy and procedures, developing and administering budgets, overseeing website development and facility management, and performing related administrative functions. The Trial Court Administrator liaises with public and private agencies regarding organizational programs and services. The position assist in formulating long range goals for the organization, develops policy and position papers; and takes direction from the chief judge.

**Education and Experience Guidelines**

Bachelor’s degree in public administration, business administration, judicial administration, legal studies or a closely related field.

A Master’s degree is preferred.

Eight years of related professional work experience, including five years in a supervisory or managerial position. Extensive knowledge of the Florida State Courts System is preferred.

A master’s degree in an area cited above may substitute for two years of the recommended non-management experience.

A Juris Doctor degree from an accredited law school may substitute for three years of the recommended non-management experience.

**Competencies**

Performs work involving the application of broad principles of professional management and leadership to solve problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**Special Comments**

The Florida State Courts System offers a comprehensive selection of State of Florida employee benefits: membership in the Florida Retirement System, optional enrollment in a subsidized Health insurance plan, optional enrollment in Life, Dental, and Disability insurance plans, and paid $25,000 term life insurance. For more information on the benefits available to State of Florida employees visit: <http://www.myflorida.com/mybenefits/>.

The Florida State Courts System is a criminal justice agency. The successful applicant will be fingerprinted for the purpose of conducting a criminal history record check. Employment in this position is contingent upon a satisfactory criminal background check.

In accordance with Section 110.205(2)(c), Florida Statutes, positions with the Florida State Courts System (judicial branch) are not covered under the Career Service System. All employees of the Florida State Courts System are at-will employees and serve at the pleasure of the appointing authority and do not attain tenure rights.

**How to Apply**

Submit a current and complete online state employment application at the People First State of Florida Jobs website <https://jobs.myflorida.com/> for State Courts System including a cover letter, resume and verification of required education.

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. Your application must be received by 11:59 p.m. on the closing date.

**The resume cannot be substituted for the State Employment Application. All employment information must be seen on the application.**

**The People First profile application will not be considered.**

**Responses to qualifying questions when applying should be verifiable by skills and/or experience stated on the profile application.**

For assistance with using the People First System contact the People First Service Center at 1-866-663-4735.

For additional information contact \_\_Debra Marchant at 904-255-1022

To learn more about the Florida State Courts System visit its website [www.flcourts.org](http://www.flcourts.org).

To learn more about the 4th Judicial Circuit Court of Florida visit its website <https://www.jud4.org/>

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, sex, age, national origin, genetic information, or disability.

We hire only U.S. citizens and lawfully authorized alien workers.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position.

Persons using a TDD may call the contact person through the Florida Relay Service 711 or 1-800-955-8771.