



**Third Judicial Circuit of Florida
Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor Counties
Administrative Office of the Courts
173 NE Hernando Ave., RM 408
Lake City, Florida 32055**

Employment Opportunity: Trial Court Administrator

Position Number: 22001699 / Starting Annual Salary: \$147,083.04

Application Deadline: August 11, 2025

This position will direct and manage trial court operations, programs and services. The incumbent is responsible for staff supervision, strategic planning, developing and implementing policy and procedures, State & County budgets, facility management, and performing related administrative functions. Works under the direct supervision of the Chief Judge.

Education, Experience, Licenses, Certifications, and Registrations: Bachelor's degree in public, business or judicial administration, law, or a closely related field. A master's degree is preferred. A *Juris Doctor* may be a substitute for supervisory experience and is preferred. Five years of related experience, including extensive knowledge of the Florida State Courts System. Additional relevant education may substitute for recommended experience on a year-for-year basis, excluding supervisory experience. Must be extremely computer literate and be capable of working with Microsoft programs. Prior work experience in a trial court is preferred. Familiarity with the State Court System's Integrated Case Management System (ICMS) preferred.

Examples of work performed: Supervises staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Directs court programs and services of responsibility, ensuring compliance with applicable procedures, policy, regulations and statutes. Develop policies and procedures in consultation with senior management to ensure efficient and economical organizational operations; evaluate results to ensure compliance with policy and procedures and to identify deficiencies.

Collaborates with senior management to develop strategic plans and capital projects; manages and coordinates implementation of plans to ensure adherence to organizational standards, policy and procedures, and to adjust 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.

Supervises information technology to ensure provision of useful systems and to increase productivity; recommends changes to the court's web site, maintenance and support.

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

Manages administrative matters such as preparing complex reports or correspondence, conducting special studies or research, developing and administering training, or providing for staff technical or professional growth.

Serves as liaison with public and private agencies regarding organizational programs and services; supervises communications to promote the organization and coordinate media relations.

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.

Applicant Competency

Data Responsibility: Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations. Conduct research to discover new methodologies or to find solutions for unresolved problems.

Employee Responsibility: Directs/supervises non-judicial trial court workforce.

Communications Requirements: Reads and interprets highly complex professional materials involving abstract theories and concepts; writes clearly & concisely, disseminates written and verbal information to judicial partners as needed. Ability to draft and implement local and Supreme Court Administrative Orders.

Complexity of Work: Performs work involving the application of broad principles of professional management and leadership. Logical resolution to emerging issues where conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions: Makes decisions regarding the organization's efficiency and effectiveness which has widespread impact on local government operations and public access, trust and confidence.

How to Apply: All applications must be submitted through the **People First System** and include a detailed cover letter, resume and copy of college degree(s) or transcripts. The cover letter **must** reflect the applicant's demonstrated experience in the following areas: Administrative Court Orders, Asset Management & Inventory Control, Budget Development, Courthouse Security, Employee Management/Discipline, Facility Management/Renovation/Construction, Government & Public Liaison, Project Management, Statistical Analysis, Technology Applications & Programs. All requested documents **must** be combined into one PDF file and included with the application to be considered. The People First website is as follows: <https://peoplefirst.myflorida.com/peoplefirst>

Please note: If you need accommodation to participate in the application/selection process, please call Lisa Butler at (386) 754-7107. People using a TDD may call the contact person through the Florida Relay Service at (800) 955-8771. The successful applicant will be subject to a criminal background check. EOE.