



Career Opportunity Bulletin

POSITION TITLE:
Chief Deputy Court Administrator

DEPARTMENT:
Court Operations

ANNUAL SALARY:
\$119,826.12

POSITION:
010479

FLSA STATUS:
Excluded

PAY GRADE:
130

POSTING DATE: March 23, 2026

CLOSING DATE: April 10, 2026

STATE-FUNDED POSITION

SUMMARY: This executive position is responsible for the administration of trial court operations, programs, and services. The primary responsibility of the Chief Deputy Court Administrator is to facilitate the administration of justice in a manner that enables the judges, general magistrates, and hearing officers to conduct judicial proceedings with efficiency and effectiveness. The Chief Deputy Court Administrator drafts contracts; reviews and responds to public records requests; oversight of ADA accommodation requests; manages and oversees the day-to-day due process operations of the circuit to include court reporting and recording, interpreting services, expert witnesses; oversees general magistrates, and child support enforcement and civil traffic hearing officers programs, civil case management program, senior judge administration, private court-appointed counsel registry. The Chief Deputy Court Administrator represents the Thirteenth Circuit with a wide array of stakeholders, and state court system, ensuring the financial and operational viability of the court and establishing short and long-range planning.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Eight years of related experience, five years of which must be managerial or supervisory, and extensive knowledge of the court administration.
- **EDUCATION:** Bachelor's degree in Public Administration, Business Administration, Justice Administration, Criminal Justice, or a closely related field.
- **SUBSTITUTIONS:** A Master's degree in an area cited above may substitute for two years of the recommended nonmanagement experience. A Juris Doctor degree from an accredited law school may substitute for three years of the recommended non-management experience
- **PREEFFERRED QUALIFICATIONS:** Juris Doctor from an accredited law school, progressively responsible court leadership experience.

ESSENTIAL DUTIES:

- Establish and maintain relationships with circuit and county judges, court leadership, staff members, stakeholders, service providers, members of the Office of the State Court Administrator, representatives of the Florida State Court System, and elected local and state officials.
- Direct and supervise state and county funded staff under the direction of the Trial Court Administrator, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination, reviews and approves timesheets and leave requests; prepares periodic employee performance evaluations.
- Collaborate with the Trial Court Administrator on business operations and administrative planning of the circuit; Supports the needs of the judiciary, general magistrates, child support enforcement and civil traffic hearing officers, and executive level administration.
- Serve as liaison to the judiciary and court-related agencies in support of the court's mission. Serves as the court's liaison to the clerk of court's jury services.

- Serve as acting Trial Court Administrator, in the absence of the Trial Court Administrator, to ensure internal administrative governance.
- Draft contracts; handles public records requests and ADA requests; manages the day-to-day due process operations of the circuit to include stenographic and digital court reporting, court interpreting services, expert witnesses, general magistrates, child support enforcement and civil traffic hearing officers, civil case management program, senior judge administration, and private court appointed counsel registry. Responsible for the budgetary and supervisory functions thereof.
- Provide planning, monitoring, and supervision of special projects; provides contract management of contractual services; and staffs various judicial projects and committees.
- Provide input and direction to establish and meet annual operational goals and objectives; works with teams to develop process management systems.
- Analyze and review organizational structure, staffing, methods and procedures, court rules and statutes, case flow, and computer application needs in order to make necessary changes or prepare reports and recommend considerations for new policy.
- Monitor and plan for legislative developments to ensure conformance of court processes and procedures conformity consistent with statutory requirements; and activities, anticipate change, and adjusts, plans and implements for adjust strategies for fulfillment of court objectives and mandates.
- Provide training and outreach opportunities that engage staff and maximize staff development and retention.
- *Progressive duties and responsibilities will be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operations and procedures of Florida State Court System
- Knowledge of Constitutionally mandated Due Process services.
- Knowledge of the Florida Rules of Court and Florida Statutes.
- Knowledge of Florida's Public Records Law, Chapter 119 Florida Statutes.
- Knowledge of Title I and II Americans with Disabilities Act (ADA) Guidelines for the State Courts System of Florida.
- Knowledge of federal and state personnel regulations.
- Knowledge of the Clerk of Court's departments and operational processes and procedures.
- Knowledge and familiarity with the Justice Administrative Commission processes, procedures, and practices related to private court-appointed counsel.
- Ability to supervise executive teams and their varied responsibilities.
- Ability to communicate effectively and participate in state and local committees.
- Incumbent must be professional in all regards.

**TO APPLY
SUBMIT THE
FOLLOWING:**

1. Cover letter
2. Resume
3. Current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org.
4. Proof of education: A copy of diploma/certificate.

BENEFITS PACKAGE:

Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses, Florida Retirement System (FRS) eligibility, 457 Tax Deferred Retirement Plan and secure parking in the Edgecomb Garage at a modest rate.

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process, should be directed to (813) 272-6330.