



Administrative Office of the Courts

Career Opportunity

State Funded Position

Posting Date: August 18, 2025

Closing Date: September 15, 2025

POSITION TITLE: Trial Court Administrator (TCA)

PAY GRADE: 86; **POSITION#:** 001581

SALARY: \$159,288.84 annually

SUMMARY: This executive position is responsible for the administration of trial court operations, programs, and services. The primary responsibility of the TCA is to facilitate the neutral administration of justice in a manner that enables the judges, general magistrates, and hearing officers to conduct judicial proceedings with efficiency and effectiveness. The TCA oversees business operations to include budget, finance, procurement and contracting; court operations; facility management; information technology; and court programs. The TCA represents the Thirteenth Circuit with a wide array of stakeholders, municipalities, and the state court system, ensuring the financial and operational viability of the court and establishing short and long-range planning.

MINIMUM QUALIFICATIONS: Bachelor's degree in Public Administration, Business Administration, Justice Administration, Criminal Justice, or a closely related field. Eight years of related experience, five years of which must be managerial or supervisory, and extensive knowledge of the court administration.

PREFERRED QUALIFICATIONS: Progressively responsible court leadership experience.

ESSENTIAL DUTIES: Establish and maintain relationships with circuit and county judges, court leadership and staff members, elected officials, stakeholders, service providers, members of the Office of the State Court Administrator, and representatives of the Florida circuit courts.

Advocate for the financial, physical, and service needs of the circuit with various funding authorities to ensure the high standard of operations and quality of services, the security of properties, and the statutory needs of the court are met.

Ensure fiscal responsibility of state, county, and grant budget acquisitions and expenditures. Exercise prudent resource management while following rules and regulations in order to maximize utilization.

Manage complex, multi-faceted projects through completion. Garner positive outcomes during facilities and construction project management. Engage in technology project management in a strategic and proactive manner.

Communicate collaboratively and purposefully with people of various backgrounds and needs. Negotiate with and facilitate compromise when faced with competing interests. Receive and respond to media inquiries.

Establish and maintain continuity of operations (COOP) and emergency plans. Implement plans before, during, and after events, to include coordination with court partners and communication with judges, staff, partners, the public, and media.

Provide training and outreach opportunities that engage staff, connect with the community, and maximize staff development and retention.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the operations and procedures of Florida State Court System or a similar jurisdiction.
- Knowledge of the state and local government budget processes and purchasing rules and procedures.
- Ability to manage and direct capital projects.
- Ability to supervise executive teams and their varied responsibilities.
- Knowledge of federal and state personnel regulations.
- Ability to establish security needs and evaluate security scenarios and preventative measures.
- Ability to effectively participate in state and local boards and panels.

- Ability to communicate effectively before and with large groups and public entities.

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, participation in the Florida Retirement System (FRS), 457 Tax Deferred Retirement Plan, and secure parking in the Edgecomb Garage at a modest rate.

TO APPLY: Submit 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. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

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.