



**Fifteenth Judicial Circuit of Florida
Administrative Office of the Courts
205 N Dixie Highway
West Palm Beach, Florida 33401**

Employment Opportunity: Trial Court Administrator Position Number: 22011709.
Starting Annual Salary: \$159,288.84 annually. Application Deadline: Open until filled

The Fifteenth Judicial Circuit seeks a qualified court professional to serve as Trial Court Administrator (“TCA”) to oversee management of court operations, programs, and functions of one of Florida’s largest circuit courts with an operating budget of approximately \$11 million. This position oversees a staff of 188 employees while supporting a judiciary of 57 judges and 57 judicial assistants in the service of 1.5 million residents in Palm Beach County.

The TCA serves as the Chief Executive to the court overseeing daily operations, strategic planning, policy development and budget management. The position works very closely with and under the direction of the Chief Judge of the Circuit. The position serves as a liaison with other justice partners, funding authorities and the community in advocating for the needs and resources of the court; collaborates with senior management to ensure efficient and economical court operations; develops and implements administrative policies, procedures and goals; and performs audits and generates reports to demonstrate compliance with state statutes and administrative orders. This position supervises the Circuit Directors and leads Director level meetings; the TCA may serve on statewide and national boards and committees. The TCA position is headquartered in West Palm Beach, Florida.

Candidates considered for an interview will have a bachelor’s degree in public administration, business administration, judicial administration, legal studies or equivalent and at least 8 years of professional work experience with 5 years of supervisory or managerial experience. The preferred candidate will have 12 years of court related professional experience to include senior or executive management experience.

This is a state funded position with full benefits. Anticipated start date is August 3, 2026 to overlap with the current TCA.

Education, Experience, Licenses, Certifications, and Registrations: Bachelor’s degree in public, business or judicial administration, law, or a closely related field. A Juris Doctor meets the educational requirements and may be a substitute for the five years of supervisory experience. Eight years of related experience, including extensive knowledge of the Florida State Courts System, is preferred. 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 also 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. Develops policies and procedures in consultation with senior management to ensure efficient and economical organizational operations; evaluates 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. Oversees 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, conducts special studies or research, develops and administers training 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.

How to Apply: All applications must be submitted through the **Govermentjobs** and include a detailed cover letter and resume. The cover letter **must** reflect the applicant's demonstrated experience in the State Courts. All requested documents **must** be combined into one PDF file and included with the application to be considered. The successful applicant will be subject to a criminal background check. The Govermentjobs website is as follows: <https://www.governmentjobs.com/careers/15thcircuit>

Please note: The Fifteenth Circuit is an Equal Opportunity Employer. If you are a person with a disability who needs any accommodation in order to participate in the application and selection process, please submit the ADA Accommodation Request Form, or contact the ADA Coordinator at 561-355-4380, if you are hearing or voice impaired, call 1-800-955-8771, Fax is 561-656-7662, E-mail at ADA@pbcgov.org as far in advance as possible and prior to the application deadline.