



## **Trial Court Administrator Eleventh Judicial Circuit of Florida**

The Eleventh Judicial Circuit of Florida is accepting applications for the position of Trial Court Administrator. Under the direction of the Chief Judge, the Trial Court Administrator is responsible for the administration of trial court operations, programs, and services including financial and budget services, strategic and operational planning, information technology and communications, security, human resources, facilities, and capital projects.

### **Overview and Background**

#### ***Miami, Florida***

The City of Miami known as the “Magic City” is located in Southeast Florida in Miami-Dade County. The rapidly growing city is a multicultural community. According to the 2000 U.S. census, Miami has a 61 percent Hispanic population, 18 percent African-American population, 18 percent White and 3 percent Asian/Other population. The three main languages spoken are: English, Spanish and Haitian Creole.

Miami, known for its diverse culture, offers its population of over 2 million residents a world renowned city where people can work, live and play while enjoying a high quality of life. Given Miami’s origins in a tourist-oriented economy, many of the activities in which residents engage are “leisurely”, including swimming, scuba diving, golf, tennis and boating. For those who enjoy professional sports, Miami is host to the following teams: Miami Dolphins Football, Florida Marlins Baseball, Miami Heat Basketball and Florida Panthers Hockey. Long, warm summers are typical, as are mild, dry winters.

#### ***Florida’s Court Structure***

The State of Florida is divided into twenty judicial circuits, which are made up of circuit and county courts, five District Courts of Appeal and the Supreme Court of Florida.

**Supreme Court of Florida** - The Supreme Court is the highest court in Florida. To constitute a quorum to conduct business, five of the seven justices must be present, and four justices must agree on a decision in each case.

**District Courts of Appeal** – The bulk of trial court decisions that are appealed are reviewed by three-judge panels on the district courts of appeal (DCA). There are 61 judges in five districts. The 3<sup>rd</sup> District Court of Appeal, located in Miami, has appellate jurisdiction over the counties of Miami-Dade and Monroe.

**Circuit Courts** – The majority of jury trials in Florida take place before circuit court judges. There are 599 circuit court judges statewide. Circuit courts hear all criminal and civil matters not within the jurisdiction of county courts, including family law, juvenile delinquency and dependency, mental health, probate, guardianship and civil matters over \$15,000.00.

**County Courts** – Each county has at least one county court judge. There are 322 county court judges statewide. County courts are courts of limited jurisdiction. The county courts are sometimes referred to as “the people’s courts” because a large part of their work involves citizen disputes such as violation of municipal and county ordinances, traffic offenses, landlord-tenant disputes, misdemeanor criminal matters, and monetary disputes up to \$15,000.00.

### ***Eleventh Judicial Circuit***

The Eleventh Judicial Circuit of Florida, serving Miami-Dade County, is the largest in the State and one of the largest trial court systems in the nation. Its 123 Circuit and County Court judges serve a population of over 2 million in a 2,000 square mile area. Eighty judges preside in six divisions of the Circuit Court and 43 judges preside in three Divisions of the County Court. Chief Judge Joel H. Brown provides direct administrative oversight for the Circuit and County Courts. The Trial Court Administrator manages the Administrative Office of the Courts, whose primary purpose is to provide support to the judiciary and maintain the efficient operations of the court. Judges are assisted in the annual disposition of approximately 810,000 cases by senior (retired) judges, general magistrates, hearing officers, mediators, court programs and support services. The Eleventh Judicial Circuit includes over 700 full and part-time personnel, with an annual budget in the range of \$70 million.

The Eleventh Judicial Circuit has been innovative in implementing numerous programs and services to assist in effective case management and resolve problems that impact the court and the community. Examples of programs and services that were pioneered in Miami-Dade County, that are in effect now in other circuits statewide and across the nation, include: Drug Court, Domestic Violence Division, Family and Landlord/Tenant Mediation, Parenting/Child Education Classes, Traffic Hearing Officers, Witness Coordination and Video Jail Arraignments/Bond Hearings.

The Eleventh Judicial Circuit has four main courthouses which house Circuit and County Court judges. To provide the public with greater access to the courts, County Court judges also preside in five full-service branch (or district) courts throughout Miami-Dade County. All courthouses also house the Administrative Office of the Courts, the Clerk of the Courts and other court-related agencies.

## **Position and Qualifications**

The Trial Court Administrator develops and implements strategic plans and administrative policies for the judiciary, and represents the judiciary in dealing with the legislative and executive branches of state and county government. The Trial Court Administrator is selected by the chief judge subject to concurrence by a majority vote of the circuit and county judges of the circuit.

Among other responsibilities, the Trial Court Administrator:

- Directs executive level staff in the areas of court operations, budget and accounting, technology, emergency management and human resources;
- Oversees court programs and services, ensuring compliance with applicable procedures, policy, regulations and statutes;
- Develops policies and procedures in consultation with senior management and general counsel to ensure efficient and economical organizational operations;
- Collaborates with senior management to develop strategic plans and capital projects; oversees and coordinates implementation of plans to ensure adherence to organizational standards, policy and procedures;
- Presents and defends budget requirements; collaborates on development of capital budgets; oversees fiscal activities to ensure proper accounting controls and to review and approve expenditures; directs the preparation of the circuit's budget for state and county government appropriations; negotiates contracts with public and private vendors;
- Oversees staffing standards, recruitment, selection, training, counseling, disciplining and terminations; prepares periodic employee performance evaluations;
- Oversees and directs information technology to ensure provision of useful systems and to increase productivity; oversees web site development, maintenance and support; oversees long range and strategic planning for developing and implementing court technology initiatives, and maximizing judicial resources;
- Directs facility management, including facility security, construction and/or reconstruction, and maintenance of facility;
- Manages administrative matters such as preparing reports or correspondence, conducting special studies or research, developing and administering training, or providing for staff technical or professional growth;
- Liaisons with public and private agencies regarding organizational programs and services; participates in communications and media relations to promote the organization;

- 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;
- Establishes and maintains working relationships with judges, state attorneys, public defenders, clerks, judicial commissions, committees, and conferences, other state and federal courts (including the Supreme Court), community organizations and councils, local municipality and county government, state agencies, sheriffs' offices, and the public.
- Performs other related duties as required.

**Qualifications:** Graduation from an accredited four year college or university with a major in court administration, public administration, business administration, management, or a related area, and five years of professional experience in court administration or government administration, including knowledge of the Florida Court System and five years in a supervisory capacity. A Juris Doctorate, Master's Degree or certification by the Institute for Court Management may substitute for one year of the non-supervisory experience.

### **Physical Demands**

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms.

### **Information for Applicants**

This is a state funded position with a comprehensive benefits package which includes medical, dental, life, disability insurance, retirement plan, deferred compensation, annual, sick and holiday leave.

The annual salary is \$116,147.

Applications will be accepted from:

**Monday, August 24, 2009 through Friday, October 2, 2009 at 5:00 p.m.**

Interested parties must submit the following by US Mail:

- Five (5) copies of State of Florida application
- A cover letter highlighting the abilities, experiences and attributes needed for this position that you possess
- Resume
- Professional References (if not listed on application)

Please submit application materials to:

Trial Court Administrator Selection Committee  
c/o Human Resources Division  
Administrative Office of the Courts  
Lawson E. Thomas Courthouse Center  
175 NW First Ave., Suite 2702  
Miami, Florida 33128

State of Florida application available online at:

<https://peoplefirst.myflorida.com/sap/public/bsp/sap/public/graphics/mimes/SOFapp.pdf>

For more information about the circuit, please visit the Eleventh Judicial Circuit's web site at [www.jud11.flcourts.org](http://www.jud11.flcourts.org) or contact the Administrative Office of the Courts, Human Resources Division at (305) 349-7351. For additional information about the Florida State Courts System, please visit: [www.flcourts.org](http://www.flcourts.org)

If you need an accommodation to participate in the application/selection process, please call (305) 349-7351. Persons using a TDD may call (305) 349-7174 or the Florida Relay Service at 1-800-955-8771. Equal Opportunity Employer.