

# Florida State Courts System Class Specification

**Class Title: Trial Court Administrator**

**Class Code: 9060**

[Pay Grade 37](#)

## **General Description**

The essential function of the position within the organization is to direct and manage trial court operations, programs and services. The position is responsible for staff supervision, performing strategic planning, managing court programs and services, developing and implementing policy and procedures, developing and administering budgets, overseeing web site development and facility management, and performing related administrative functions. The position assists in formulating long range goals for the organization; develops policy and position papers and takes direction from the chief judge.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

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 and to identify deficiencies.

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, and to make adjustments 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.

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Supervises information technology to ensure provision of useful systems and to increase productivity; oversees web site development, maintenance and support.

Facility management, including facility security, construction and/or reconstruction, and maintenance of facility.

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.

Liaisons 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.

## **Competencies**

### **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.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Directs/supervises non-judicial trial court workforce.

### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments, or for providing legal counsel to the elected officials.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

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Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with significant impact - has widespread impact on public, internal organization and local government.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Develops and implements long range plans and programs to support the goals and objectives of the organization.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

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### Education and Experience Guidelines

#### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in public, business or judicial administration; law; or a closely related field. A master's degree is preferred.

#### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience, including extensive knowledge of the Florida State Courts System.

#### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None