ADMINISTRATIVE OFFICE OF THE COURTS FIRST JUDICIAL CIRCUIT
JOB ANNOUNCEMENT

INTERNAL/EXTERNAL
Closes October 30, 2026

TRIAL COURTS ADMINISTRATOR
[STATE FUNDED – POSITION 22001407]

Description of Work:
The Circuit Trial Courts Administrator serves in the role of Chief Operating and Financial Officer for the Chief Judge and the local judiciary. The essential function of the position within the organization is to manage trial court operations, personnel, programs and services including local and state budget and procurement services, strategic and operational planning, information technology and communications, security awareness and emergency management, human resources management, public information and media assistance, facilities and capital project coordination, managing due process services such as court reporting, court interpreting, and expert witnesses, ADA coordination, contract negotiations with public and private vendors, caseload statistics and management, senior judge coordination, and management of a broad variety of court programs. Working relationships are established with judges, judicial assistants and staff, as well as staff from other stakeholder groups including the state attorney, the public defender, clerks of court, judicial commissions, committees and conferences, other state and federal courts (including the Office of the State Courts Administrator and the Supreme Court), community organizations and councils, local municipal and county government, state agencies, sheriffs' offices, including court security staff, and the public.

Minimum Training and Experience Required:
Graduation from an accredited four-year college or university with a major in judicial administration, public administration, business administration, law, management, or a closely related area. Eight years of related professional work experience including five years in a supervisory or managerial position. Extensive knowledge of the Florida State Courts System is preferred.

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.
A master's degree in an area cited above may substitute for two years of the recommended non-management experience. A Juris Doctor degree from an accredited law school may substitute for three years of the recommended non-management experience.

Location: M. C. Blanchard Judicial Building, 190 Governmental Center, Pensacola, Florida 32502

Salary: $13,782.65 Monthly plus State benefits

Submit State Application, Resume, and Writing Sample to:

The First Judicial Circuit
Human Resources
190 Governmental Center
Pensacola, FL 32502
Fax: (850) 595-0360 or allison.newton@FLCourts1.gov

Application Deadline: Friday, October 30, 2026 @ 5:00 p.m. CST

Equal Opportunity and Diversity Employer / Drug-free Workplace / E-Verify Employer

ANY PERSON WITH A DISABILITY WHO REQUIRES A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE APPLICATION / SELECTION PROCESS SHOULD CALL THE HUMAN RESOURCES DEPARTMENT AT (850) 595-4400 IN ADVANCE.