



Nineteenth Judicial Circuit of Florida

Serving Indian River, Martin, Okeechobee, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

July 1, 2024

- POSITION:** Chief Deputy Court Administrator - Position Number 008618
- LOCATION:** St. Lucie County Courthouse, Fort Pierce, Florida
Position also travels to other locations within the Judicial Circuit.
- SALARY:** \$117,476.61 annually
Full-Time; benefits package available; FRS Retirement
- EFFECTIVE DATE:** Immediately

General Description

The essential function of the position is to provide assistance in development, implementation, and administration of court programs. The position is responsible for staff supervision, managing court programs and services, strategic planning, monitoring, and supervising special projects, purchasing, managing contracts, administering budgets and grants, and other related administrative functions. The position develops and implements programs and policies; reporting major activities to the Trial Court Administrator through conferences and reports.

Education, Experience, Certifications and Special Requirements

Education – bachelor’s degree in public or business administration, legal studies, or closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience – Eight years of related professional work experience, including five years in a supervisory capacity. Extensive knowledge of the Florida State Courts System is preferred. A master’s degree in an area cited above may substitute for 2 years of the recommended non-management experience. A Juris Doctor degree from an accredited law school may substitute for 3 years of the recommended non-management experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis.

Certification and Special Requirements – Valid Florida State Driver’s License required.

How to Apply

Applicants should email a **complete** application package of the following materials to HR@circuit19.org

1. Cover Letter and Resume
2. State of Florida Application - visit www.circuit19.org/about-courts/employment-opportunities
3. Five hundred (500) word Statement of Philosophy outlining your philosophy on leadership and management, and how you would approach the role. **Deadline to apply: Open until filled.**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

If you are a person with a disability who requires a special accommodation to participate in the application/selection process, please call the Human Resources Department at (772) 807-4370 (option 6)