

**IN THE SECOND JUDICIAL CIRCUIT OF  
FLORIDA**

**OFFICE OF THE CHIEF JUDGE**

**ADMINISTRATIVE ORDER 2017-05**

**IN RE: DELEGATION OF AUTHORITY AND RESPONSIBILITY**

**WHEREAS**, rule 2.215(b)(2), Florida Rules of Judicial Administration, states that the “chief judge shall be the administrative officer of the courts within the circuit ...”, and

**WHEREAS**, under the State Courts System Class Specification, the essential function of the Trial Court Administrator is to direct and manage trial court operations, programs, and services, to include staff supervision and overseeing fiscal activity, it is therefore

**ORDERED** that:

1. I hereby delegate to the Trial Court Administrator the authority and responsibility to:
  - a. bind the circuit in contract, as per section 43.26(2)(f), Florida Statutes;
  - b. make all offers of employment, with the exception of judicial assistants, as per section 1.06.1., State Courts System Personnel Regulations Manual;
  - c. determine the person responsible for evaluating the performance of employees and the review period, as per sections 2.02.5 and 2.04.3, State Courts System Personnel Regulations Manual;
  - d. approve work schedules other than five eight hour days, with the exception of judicial assistants, as per section 4.04.1, State Courts System Personnel Regulations Manual;
  - e. properly maintain all attendance and leave records, as per section 4.05.4, State Courts System Personnel Regulations Manual;
  - f. pay cash payment instead of compensatory time in accordance with the requirements of the Fair Labor Standards Act of 1938, as amended, as per section 4.06.3.D, State Courts System Personnel Regulations Manual;
  - g. approve and manage sick leave donations, as per section 4.09.3.B-C, State Courts System Personnel Regulations Manual;



UNOFFICIAL DOCUMENT

h. grant administrative leave to an employee for any purpose for which there is reasonable justification, as per section 4.11.11, State Courts System Personnel Regulations Manual;

i. take corrective action for violations of pay rules, either through error or intentionally, as per section 7.15, State Courts System Personnel Regulations Manual;

j. approve overlap, if allowed by the Budget and Pay Administration Memorandum, as per sections 7.10.3.A-B, State Courts System Personnel Regulations Manual;

k. approve dual employment, as per section 9.03, State Courts System Personnel Regulations Manual;

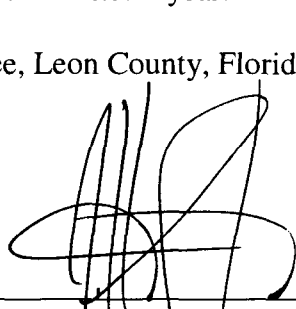
l. determine how allotted funds may be spent and request adjustments to operating budgets, as per paragraph B.1, Budget and Pay Administration Memorandum; and

m. approve travel as authorized and prescribed by State and Judicial Branch policy, as per paragraph C.1.b, Budget and Pay Administration Memorandum.

2. Discretionary salary increases and decreases remain solely within the authority and responsibility of the Chief Judge.

3. The Trial Court Administrator will execute this delegation of authority and responsibility consistent with Judicial Branch-wide policies and the Budget and Pay Administration Memorandum for the current fiscal year.

**DONE and ORDERED** in Tallahassee, Leon County, Florida, June 15<sup>th</sup>, 2017.



JONATHAN SJSOTROM  
Chief Judge

Copies furnished to:  
All Circuit and County Judges, Second Judicial Circuit  
All Clerks of Court, Second Judicial Circuit

