Michigan Supreme Court
State Court Administrative Office
Positions Available

Trial Court Services Management Analysts

Position One - Analyst II: $53,014 to $68,904
Position Two - Analyst III: $60,009 to $78,634
Hiring at the Analyst II or III level will be determined on work experience.

The Trial Court Services Division of the State Court Administrative Office (SCAO) is currently seeking qualified applicants for two Management Analysts positions. Reporting directly to the Trial Court Services Director, the primary duties and responsibilities for these positions include the following:

- Responding to inquiries from Supreme Court and SCAO personnel, judges, trial court personnel, and others regarding technical aspects of trial court operations, practices, and services.
- Evaluating trial court compliance with statutes and the Supreme Court's rules and policies. Preparing and presenting recommendations to improve trial court efficiency and directing or assisting with implementing those recommendations.
- Monitoring and analyzing trial court and judicial reports and following up with judges and court administrators when questions or problems are indicated. Compiling and analyzing statistics and data on various areas of court performance.
- Advising trial court judges and trial court personnel on administrative, fiscal, and operational issues.
- Reviewing and recommending automation and office technology improvements for trial courts, including standardized procedures, forms, and records management techniques. Evaluating and recommending methods for reducing trial court docket backlogs.
- Reviewing trial court local administrative orders, both before and after orders are adopted.
- Serving as liaison to trial courts, federal and state agencies, legislators, professional court associations, and others regarding legislation, court rules, and other matters impacting trial court operations.
- Preparing program and progress reports relating to management assistance projects, impact of legislation and court rules, and other matters affecting trial court activities.
- Using interpersonal communication skills to resolve disagreements, lead educational sessions, and make presentations.
- Preparing Supreme Court staff reports that analyze proposed court rules, administrative orders, or court management pilot projects.

These positions are located at the Hall of Justice in Lansing, Michigan, although there is travel to courts throughout the state. The job requires a bachelor's degree in public/court administration, business administration, or a related area. A juris doctor or master's degree is preferred. The positions also require five or more years of related and progressively more responsible work experience managing trial court operations, doing legal research and statistical analysis, and knowledge of case flow management, fiscal management, project management, and related areas.

Interested candidates should e-mail a cover letter and resume to jobapps@courts.mi.gov, or mail a cover letter and resume to:

Human Resources Department
Michigan Supreme Court
Attn: Trial Court Services Management Analyst Positions
P.O. Box 30052
Lansing, MI 48909

POSITIONS OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER