



**Position Available**  
**RESEARCH DIRECTOR**  
**Michigan Court of Appeals**  
**Salary Range \$143,946.72 - \$194,288.40**

The Research Division of the Michigan Court of Appeals is currently seeking qualified applicants for a Research Director. This position in the research office reports directly to the Chief Judge and participates as a member of the Court of Appeals (COA) management team in addressing and resolving internal and external matters impacting the COA and in developing and implementing a divisional plan to achieve COA goals. This position is responsible for overseeing the workload distribution and work activities within the research division to ensure that the production of research reports will meet monthly case call demands and to enable the Court to timely resolve priority and non-priority matters. The primary responsibilities for this position include:

- Develop division plans based on the COA goals as determined by the Chief Judge and administrative team. Ensure that research supervisors and the chief commissioner translate division plans into staff objectives to accomplish the COA goals.
- Lead the research division staff, which includes assessing human resource needs, recruiting highly qualified staff, determining staff development needs and providing development resources, recognition, discipline, and compensation recommendations.
- Develop concise performance communication plans (PCPs) for research supervisors and the chief commissioner, who report directly to the research director. Ensure that supervisors and the chief commissioner have PCPs in place for staff, meet with staff on PCPs on a regular basis, and document those meetings when appropriate.
- In consultation with the Chief Judge and finance department, manage research division operations within the Court's budget.
- Participate as a member of the COA management team in responding to the needs and demands made on the Court and in resolving challenges and issues arising within the Court.
- Oversee, monitor, direct, and prioritize the workload distribution and work activities of the four research offices to ensure that the production of research reports for appeals submitted on the monthly case call panels will enable the Court to timely resolve priority and nonpriority matters and meet delay-reduction goals.
- Oversee the recruitment, screening and selection of research attorneys in the research offices, including coordinating and participating in on-campus interviews at all in-state law schools, responding to employment opportunity inquiries, and speaking to student groups regarding employment opportunities with the Court.
- Develop training programs for research attorneys, particularly in the area of legal research and legal writing, to enhance proper development of research attorneys and to ensure training programs are properly implemented. Continuously evaluate training methods and processes to improve the ability of the research attorneys to produce quality research reports.
- Compile weekly, monthly, quarterly, and annual production reports for senior research attorneys and research attorneys.

- Review feedback regarding research reports from judicial offices, including research report feedback surveys, and discuss feedback with the research supervisor to enhance the quality of the research reports and the development of research attorneys. Respond to judicial offices when necessary.
- Serve on a variety of Court committees and external committees involved in issues relating to the judicial system.

Additional Responsibilities (if necessary)

- Perform special projects as assigned by the Chief Judge.
- Prepare and deliver speeches at legal seminars and conferences as a representative of the Court, and interact with state and local bar associations and organizations.

**EDUCATION:** Juris Doctor (JD) from an accredited law school.

**EXPERIENCE:** Ten or more years of progressive experience in appellate law with five years' experience in a managerial or supervisory capacity; advanced computer skills and thorough knowledge of court rules, policies, and procedures; exceptional interpersonal and communication skills; ability to interact effectively with the management team, judges, supervisors, and staff attorneys; excellent legal writing, legal research, and analytical skills; ability to provide clear support and constructive feedback to managers handling personnel matters; and ability to multitask and prioritize multiple projects with competing deadlines.

**LOCATION:** Hall of Justice, Lansing, MI, Grand Rapids State Office Building, Grand Rapids, MI, or Cadillac Place, Detroit, MI (as determined by the Chief Judge).

**TO APPLY:** Please send your cover letter and resume as a single PDF file to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov). Please include, "Research Director" in the subject line.

**APPLICATION DEADLINE Open Until Filled**

**AN EQUAL OPPORTUNITY EMPLOYER**