



Position Available
Court Analyst
Trial Court Services, State Court Administrative Office

The Trial Court Services (TCS) division of the State Court Administrative Office (SCAO) is looking for two qualified applicants for the position of Court Analyst. The position involves analysis and development of recommendations on trial court-related issues and management of complex projects. The Analyst must be skilled at planning, problem solving, analyzing situations, thinking creatively, and making decisions. Assignments may have a direct relationship to work done by other governmental units which affects the short-term success of judicial programs, services, and operations. The Court Analyst shall follow broadly defined policies, procedures, or instructions as directed by management and use discretion in applying generally appropriate procedures. Although approaches are generally predefined, the Analyst may need to modify or adapt those approaches to specific problems, and may need to assess intangibles, uncertainties, or incomplete information. The focus of this position is on electronic filing of court documents (e-filing). The position requires substantial writing skills. Essential duties include, but are not limited to the following:

- Develop recommendations to improve trial court operational efficiency and ensure compliance with statutes, grants, policies, and court rules governing trial court operations.
- Evaluate and recommend automation and technology improvements for trial court processes including standardized procedures, forms, and records management techniques.
- Manage complex, time-limited projects that may require training other assigned staff and coordination of activities.
- Prepare public education materials and other publications.
- Respond to inquiries and complaints by litigants, attorneys, and others regarding court procedures and requirements. Research and assess the impact of proposed legislation and court rules affecting trial courts. Design procedures to implement new requirements.
- Draft proposals for administrative orders, court rules, contracts and SCAO policies to be used by trial courts.
- Work with other governmental units and other internal and external stakeholders on issues that may require explanation or negotiation. The analyst will need to use interpersonal and communication skills to resolve disagreements.
- Lead training and educational sessions.

EDUCATION AND EXPERIENCE: A bachelor's degree in court, public, or business administration, or a related discipline is required. A master's or juris doctor degree preferred. Work experience with at least three years of progressively more responsible work managing court operations, or closely related assignments.

WORK LOCATION: Hall of Justice in Lansing, Michigan, although, there will be travel to other worksites throughout the state.

TO APPLY: Please send your cover letter and resume in Microsoft Word© or Adobe Acrobat© to jobapps@courts.mi.gov. Please include "TCS E-Filing Court Analyst" in the subject line of your email. If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Michigan Supreme Court, Human Resources Department, Attn: TCS Court Analyst, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: Friday January 18, 2019

AN EQUAL OPPORTUNITY EMPLOYER