



**Position Available**  
**Court Analyst – MiFILE Program**  
Court Services, State Court Administrative Office

The Court Services (CS) division of the State Court Administrative Office (SCAO) is looking for qualified applicants for multiple Court Analyst positions to work on the MiFILE program. The positions involve critical analysis, work with various stakeholders, and excellent written and oral communication skills. Analysts will build and execute new process 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). Essential duties include, but are not limited to the following:

- Provide subject matter expertise (SME) in one or more areas of court operations (e.g., circuit, district, probate, juvenile, etc.)
- Manage multiple priorities, customer expectations and relationships with all stakeholders
- Manage complex, time-limited projects that may require training other assigned staff and coordination of activities
- Produce and conduct quality reviews of a wide variety of documents (design, user stories, marketing materials, training materials, technical support communications, etc.)
- Track and manage issues, risks, action items, and decisions using project management techniques and tools
- Communicate and escalate project issues and risks to the project management team
- Collaborate, coordinate, and communicate across the MiFILE team and SCAO
- Work closely with product owners, scrum teams, project sponsors, end-users, system vendors, and others as necessary to perform assignments
- Participate in Scrum Agile events and other agile activities
- Support the other MiFILE work. 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 field 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. Proficient with Microsoft Office applications, a customer-centric mentality, the ability to effectively present technical and non-technical information to all stakeholder groups, and a high degree of comfort with software applications akin to a champion or super user. Desired, but not required experience with Azure DevOps and/or Jira, and ITIL, Scaled Agile Framework for Enterprise (SAFE) experience.

**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 Word or Adobe.pdf to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov). Please include "Court Analyst – MiFILE Program" in the subject line of your email. If you are unable to e-mail applicant materials please contact Judicial Human Resources (517) 373-1147 for assistance.

**APPLICATION DEADLINE: Open Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER