Position Available  
**Court Analyst – Problem-Solving Courts**  
Court Services, State Court Administrative Office

The Court Services division of the State Court Administrative Office (SCAO) is looking for qualified applicants for the position of Court Analyst to administer drug courts in Michigan through training, grant management, and resource development. The Analyst performs problem-solving court research and analysis on behalf of the State Court Administrative Office and conducts onsite reviews of problem solving-courts to analyze processes and procedures that assist with operational efficiency improvements and ensure compliance with court rules, policies, certification requirements, and statutes governing problem-solving court operations. Assignments may have a direct relationship to work in other units within SCAO and may have an impact on other staff and the public. The Analyst must be skilled at planning, problem solving, analyzing situations, thinking creatively, and making decisions. Although approaches are generally predefined, the Analyst may need to modify or adapt approaches to specific problems, and may need to assess intangibles, uncertainties, or incomplete information. The position requires substantial writing skills. Essential duties include, but are not limited to the following:

- Assist in the research, analysis and development of Management Assistance Project reports that evaluate trial court operations and make recommendations for improvement;
- Manage or assist with one or more aspects of ongoing division projects;
- Analyze proposed legislation and court rules. Attend meetings of judicial/court associations to discuss impact of proposal(s) on trial courts and possible implementation methods. May assist in drafting court-related legislation. Review and assess the impact of legislation or court rules related to the trial courts and determine procedures necessary to implement new requirements;
- Serve as liaison to convey Supreme Court and State Court Administrative Office (SCAO) positions and policies at judicial conferences, meetings, and court administration association meetings. Serve on committees and task forces within and outside of SCAO;
- Respond to inquiries from Regional Administrators and other SCAO personnel, judges, court staff, legislators, and others regarding trial court practices, court facility design, space and records management, and the interpretation of court policies, rules, and related statutes;
- Participate in the analysis and audit of trial court record keeping, case trend data, and related administrative operations and make recommendations or assist in the development of recommendations concerning trial court operations;
- Monitor and analyze required trial court and judicial reports and follow up with judges and court administrators when problems are indicated. Compile and analyze statistics and data on various areas of court performance;
- Participate in special committees established within SCAO to develop policies, forms and manuals, and recommended language for modifications to or creation of new court rules. Serve on advisory committees to provide input regarding state programs;
- Convene and facilitate workgroups to review and analyze need for new processes, procedures, forms, manuals, and other materials to assist trial courts and litigants;
- Assist in preparing requests for proposal and grant applications. Assist with grant administration;
- Develop training, forms, and manuals regarding policies and procedures, instructional issues, and other topics for trial courts. Speak at presentations and training sessions. May serve as faculty for the Michigan Judicial Institute;
- Evaluate trial court compliance with statutes and the Supreme Court’s rules and policies. Prepare and present recommendations to improve trial court efficiency and direct or assist with implementation;
- Review and recommend automation and office technology improvements for trial courts, including standardized procedures, forms, and records management techniques;
- Evaluate and recommend methods for reducing trial court docket backlogs.
EDUCATION AND EXPERIENCE: A bachelor’s degree in judicial, public, or business administration or related field is required. A minimum of two years’ experience as a problem-solving court team member is required. Experience in drug court and the Drug Court Case Management Information System (DCCMIS) is preferred.

KNOWLEDGE
- Comprehensive understanding of court processes and procedures sufficient to exercise discretion in selecting alternative courses of action;
- Dispute resolution;
- Write clearly and concisely with good writing and grammar skills;
- Excellent research, writing and editing skills;
- Strong interpersonal and communication skills.

ABILITY
- Manage multiple, complex projects;
- Plan, problem-solve, analyze situations, think creatively, and make decisions;
- Manage a wide degree of formal writing and media development assignments.

WORK LOCATION: Hall of Justice in Lansing, Michigan, although, there will be travel to other worksites throughout the state. Working conditions are normal for an office environment.

TO APPLY: Please send your cover letter and resume in Microsoft Word or Adobe Acrobat to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, please contact Judicial Human Resources (517) 373-9435.

POSTING DEADLINE: FRIDAY, MARCH 6, 2020

AN EQUAL OPPORTUNITY EMPLOYER