Position Available

**Forms and Resources Analyst**  
Trial Court Services, State Court Administrative Office

The Trial Court Services (TCS) division of the State Court Administrative Office (SCAO) is looking for qualified applicants for the position of Forms and Resources Analyst. The analyst performs research and analysis to develop and design court forms, manuals, web pages, and other media for use in the court system by following defined policies, procedures, or instructions as directed by management; approaches are generally predefined, but require frequent use of discretion. Assignments have a direct relationship to work within one or more units of the State Court Administrative Office (SCAO), and may have an impact on other staff and the public. The position requires planning, problem solving, analyzing situations, thinking creatively, and making decisions and includes a wide range of formal writing and media development assignments. The Analyst may manage one or more aspects of ongoing Trial Court Services projects. Essential duties include, but are not limited to the following:

- Develop and maintain court forms, manuals, web pages, training, and other written materials regarding policies and procedures, instructional issues, and other topics for trial courts, including the design and layout of all SCAO-approved court forms. Assist with the use and development of reporting forms and other data collection instruments;

- Implement policies and procedures for forms and manuals. Define objectives and create project plans in accordance with organizational goals. Develop and maintain process charts, planning documents, and other tools to assist in project management;

- Research, analyze and develop trial court management recommendations to improve operational efficiency and to ensure compliance with court rules, policies, and statutes governing trial court operations, including drafting proposals for administrative orders, court rules, and SCAO policies that will be used by trial courts. Review and assess the impact of proposed legislation or court rules related to the trial courts and determine procedures necessary to implement any potential new requirements;

- Evaluate, develop, and present responses to inquiries from regional administrators and other SCAO personnel, judges, court staff, legislators, and others regarding trial court practices and the interpretation of court policies, rules, and related statutes. Respond to inquiries from the courts, the public, and other agencies regarding operating procedures, court rules, and statutes in relation to forms, manuals, records retention and disposal, and other written materials generated. Provide technical assistance in related areas;

- Assist in developing and maintaining records retention and disposal schedules and related standards for SCAO and Michigan Trial Courts. Assist in making internal recommendations for SCAO file management;

- 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. Convene and facilitate workgroups to review and analyze need for new processes, procedures, forms, manuals, and other materials to assist trial courts and litigants. Represent and speak for SCAO within prescribed limits;

- Develop and maintain prescribed portions of the SCAO website.
MINIMUM REQUIREMENTS:

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

EXPERIENCE
• More than one year of progressively responsible work experience in a court environment, including analysis of court processes.

KNOWLEDGE
• Court processes;
• Familiarity with forms analysis and design and publications management;
• Familiarity with desktop publishing software, such as InDesign.

ABILITY
• Conduct legal research analysis;
• Write clearly and concisely;
• Provide detail-oriented work while applying a high level of organizational skill;
• Communicate effectively with varied audiences.

LICENSING / PROFESSIONAL CERTIFICATION
• Active membership in the State Bar of Michigan.

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

TO APPLY: Please send your cover letter and resume in Microsoft Word or Adobe Acrobat via e-mail to jobapps@courts.mi.gov and include “TCS Forms & Resources Analyst” in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources: (517) 373-1147.

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AN EQUAL OPPORTUNITY EMPLOYER