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 a qualified applicant for the position of Court Analyst specializing in Probate and Juvenile court matters. The position involves performing trial court research and analysis on behalf of the State Court Administrative Office. Conducting onsite reviews of trial courts to analyze processes and procedures to assist with operational efficiency improvements and to ensure compliance with court rules, policies, and statutes governing trial court operations. 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: Bachelor’s Degree in judicial, public, or business administration or related field; Masters or JD preferred. A minimum of two years of progressively more responsible trial court work experience. Experience in probate or juvenile court 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.

TO APPLY: Please send your cover letter and resume in Microsoft Word© or Adobe Acrobat© to jobapps@courts.mi.gov. Please include “TCS Probate 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 Probate Court Analyst, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: Open Until Filled

AN EQUAL OPPORTUNITY EMPLOYER