Judicial Information Services (JIS) is looking for qualified candidates for the position of Web Content Developer. Reporting to the Content Development & Delivery Manager, the Content Developer is responsible for creating and maintaining the deliverables that make up the Michigan Supreme Court’s content strategy. Essential duties and responsibilities include, but are not limited to the following:

- Create/edit content for the Michigan Supreme Court’s public website and extranet web content site;
- Synthesize practical and approachable content for end users;
- Implement content published in a web-based platform and follow standards/style guides regarding format and styling;
- Provide second-level support for software systems (based on expertise) as part of the general service desk escalation process;
- Collaborate with subject matter experts and extracting from said SMEs the details and concepts required to produce the artifacts needed to support and educate the website end-users.

**MINIMUM QUALIFICATIONS:**

**EDUCATION**
- Bachelor’s degree in education, communications or journalism, technical writing/communication, information technology or a related field; or a minimum of 5 years equivalent work experience in content development for a software development organization or team;
- Preferred – college coursework or certification training in web technologies, html/css language, and fundamental internet networking principles.

**EXPERIENCE**
- 2 years’ work experience in a role primarily developing content for technology end users;
- 3 years’ of experience in an IT Service capacity such as technical writing, software/technology support, or business analysis;
- E-learning development, curriculum design, training methodologies, and online education;
- Hands-on experience or training using video capture/editing tools;
- Hands-on experience or training using graphic design or image editing tools;
- Hands-on experience or training using eLearning or embedded learning/walkthrough platform;
- Preferred – experience implementing and/or maintaining a web-based content management tool;
- Preferred – experience analyzing/editing/creating web page content & styles leveraging html, css, images, browser tools, etc.

**KNOWLEDGE**
- Training or certification in the use of Office tools (Word, Excel, Outlook and PowerPoint);
- Software user interface/experience best practices;
- Conceptual understanding of web-based style and formatting, such as html, css, browser compatibility, etc.

**ABILITY**
- Meet deadlines/milestones based on priorities while addressing the creative and technical aspects of delivering content;
- Deliver excellent analysis, problem solving, and conceptual synthesis;
- Communicate effectively using multiple media (written, visual, verbal, etc.);
- Establish and maintain good working relationships and communicate effectively with internal and external stakeholders;
- Prioritize and deliver on multiple projects with competing deadlines;
• Conduct research into course development and delivery concepts, as well as technical software issues;
• Work flexible hours.

**WORK LOCATION:** Hall of Justice, Lansing, Michigan. Work is typically completed within an office environment.

**TO APPLY:** Please e-mail your cover letter and resume in Word or Adobe.pdf format to jobapps@courts.mi.gov and include “Web Content Developer” in the subject line.

**APPLICANT DEADLINE:** OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER