



Position Available
Court Analyst I-III
Field Services
State Court Administrative Office
Salary: \$56,939.76 - \$96,820.56

The Field Services division of the State Court Administrative Office (SCAO) is currently seeking qualified applicants for the position of Court Analyst to implement the mission and goals of the Justice For All Commission (see JFA [Task Force Strategic Plan](#) for more detail). The Analyst reports to the Councils and Commissions Manager and coordinates projects as a team leader. The position requires planning, problem solving, analyzing situations, thinking creatively, and making decisions in collaboration with both internal and external stakeholders. The position also requires substantial writing and editing skills. Essential duties and responsibilities include, but are not limited to, the following:

- Participate in and support the Justice For All Commission workgroups and committees;
- Review trial court policies and practices, focused on areas being studied by the Justice For All Commission, to determine compliance with statutory requirements and accepted management practices. Make recommendations for improvement where necessary;
- Direct and coordinate technical and management assistance to the trial courts in areas requested/recommended by JFA Commission workgroups and committees;
- Analyze proposed legislation and court rules and assist in drafting court rules, administrative orders, and court-related legislation as requested by JFA workgroups;
- Draft SCAO policies for trial courts;
- Work with Michigan Legal Help in the continued development and expansion of an online forms portal;
- Assist the Technology and Data Sharing Committee by developing and monitoring reporting mechanisms; supervising compilation and maintenance of statistics and data; and working with SCAO to analyze statistics and data to measure and monitor court performance and identify technical assistance, training, and policy development needs;
- Assist the Training and Outreach Committee of the JFA Commission, by coordinating additional training for judges and court staff regarding best practices when working with self-represented litigants;
- Assist relevant JFA workgroups and committees by developing recommendations for trial court management assistance projects;
- Assist the Reimagining Courthouses workgroup, the Training and Outreach Committee, and others, by helping courts create effective community relationships, incorporating judges and court staff, with the purpose of educating and supporting those accessing the civil justice system;
- Attend meetings of judicial and court-personnel associations to discuss the potential impact of proposed legislation or court rules on trial courts and possible implementation methods.
- Participate in national work on Access to Justice initiatives.

EDUCATION: A bachelor's degree in court, public, or business administration or related discipline. A master's degree in court, public, or business administration or a juris doctor from an accredited law school is preferred.

EXPERIENCE:

CA-1 A minimum of two years of progressively more responsible work experience in trial courts, working with database management and auditing procedures.

CA-2 Five years of progressively more responsible work experience in the trial courts, working with database management and auditing procedures, with at least three of those years managing court operations, including research and statistical analysis, or closely related assignments.

CA-3 A minimum of two years working with trial court database management and auditing procedures, with a minimum of five years of progressively more responsible work experience managing trial court operations, performing legal research and statistical analysis, or closely related assignments. A master's degree in court, public, or business administration or a juris doctor from an accredited law school may be substituted for two years of experience.

WORK LOCATION: This position is located at the Hall of Justice in Lansing, Michigan, although, travel to other worksites throughout the state may be required. Flexible work options may be available for this position, depending on work assignments.

TO APPLY: Please e-mail your cover letter and resume in Word or PDF format to jobapps@courts.mi.gov and include "Court Analyst JFA" in the subject line. If you need assistance, please contact Judicial Human Resources (517) 373-1147.

APPLICATION DEADLINE:

DECEMBER 27, 2021

5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER