



Position Available
Region III Administrator
State Court Administrative Office
Salary: \$107,552.08 - \$144,176.40

The State Court Administrative Office (SCAO) is currently seeking qualified applicants for the position of Regional Administrator. Reporting to the Deputy State Court Administrator, the Regional Administrator manages the regional office and provides administrative superintending control of the Supreme Court over regional trial courts. This is a management-level position. Essential duties include, but are not limited to the following:

- Develop division tactical plans based on the Michigan Supreme Court strategic plans. Ensure that direct report leaders translate tactical plans into staff objectives to accomplish the overall strategies.
- Lead Regional staff, including assessing human resource needs, recruiting highly qualified staff, determining staff development needs and providing development resources, performance communication planning, recognition, compensation, and discipline.
- Develop concise performance communication plans (PCP) for direct reports. Meet with staff regarding plans at an appropriate frequency and document those meetings. Ensure that direct report leaders have PCPs in place, meet with staff on PCPs regularly, and document those meetings where appropriate.
- In consultation with next-level executive leader, develop and manage department budgets.
- Carry out administrative superintending control of the Supreme Court over local trial courts by enforcing trial court compliance with statutes, court rules, Supreme Court administrative orders, and the code of judicial conduct. Frequent and substantive contact with the trial courts to convey its constitutional, statutory, administrative, public, and ethical requirements and responsibilities.
- Monitor each court within a region to ensure compliance with Michigan Court Rules pertaining to speedy trials, administration of estates, matters undecided, caseload reporting requirements, reporting requirements under Canon 6(C), and other issues as relevant.
- Serve as liaison between judges, locally elected officials, the Supreme Court, the State Court Administrative Office (SCAO), and other state agencies and officials. Make recommendations regarding chief judge appointments and judicial resources. Analyze and communicate performance measures to improve court operations.
- Administer and manage the assignment of judges under Supreme Court procedures. Write and establish the formal assignment procedures.
- Research, evaluate, and advise judges and court staff regarding ethical, legal, and administrative issues.
- Facilitate communication, mediate funding and policy disputes, and write complex findings and recommendations.
- Create and explain complex reports, statistical data, plans, local administrative orders, settlement agreements, guidelines, policies, procedures, and other legal documents.
- Create and deliver formal presentations at judges, court staff, MJI, and professional association meetings.
- Investigate and respond to complaints regarding the courts.
- Serve as a regional resource to the media by responding to questions regarding court administrative procedures, state court administrative initiatives within the region, and courts within the region. Advise the Supreme Court public information officer in answering questions regarding specific issues, courts, or judges.

EDUCATION: Master's degree in court, public, or business administration or Juris Doctor from an ABA-accredited law school.

EXPERIENCE:

- Seven or more years of progressively more responsible experience in the legal system, including at least five years in an administrative/management capacity.

KNOWLEDGE:

- Basic computer skills.
- Exceptional writing and communication skills.
- Excellent interpersonal and communication skills.
- Understanding of management and administrative practices.
- Laws, court rules, policies, and procedures that apply to courts.

ABILITY:

- Communicate effectively with varied audiences.
- Establish and maintain good working relationships and communicate effectively with internal and external constituents.
- Present to or train varied audiences.
- Prioritize multiple projects with competing deadlines.
- Manage multiple projects simultaneously.
- Operate in a fast-paced environment where priorities may be affected by outside influences such as legislative or regulatory changes.

WORK LOCATION: This position is based in Mt. Pleasant, Michigan, although there will be travel to other worksites throughout the state and occasional out-of-state travel. Working conditions are normal for an office environment. Flexible work options, including remote work, may be available for this position.

TO APPLY: Please send your cover letter and resume in Microsoft Word or Adobe Acrobat to jobapps@courts.mi.gov and include "Region III Administrator" in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources (517) 373-1147

POSTING DEADLINE:

FEBRUARY 8, 2022

5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER