



**Position Available**  
**Management Analyst I**  
State Court Administrative Office, Trial Court Services  
Salary \$48,128 - \$62,118

The Trial Court Services (TCS) division of the State Court Administrative Office (SCAO) is looking for qualified applicants for the grant-funded position of Management Analyst I. **The continuation of the position is dependent upon grant funds through the Office of Highway Safety Planning (OHSP) grant. The grant is awarded in October of each year.** The position involves analysis and development of recommendations on trial court-related issues and management of complex projects. The Analyst must be skilled at planning, problem solving, analyzing situations, thinking creatively, and making decisions. Assignments may have a direct relationship to work done by other governmental units which affects the short-term success of judicial programs, services, and operations. The Management Analyst I shall follow broadly defined policies, procedures, or instructions as directed by management and use discretion in applying generally appropriate procedures. Although approaches are generally predefined, the Analyst may need to modify or adapt those approaches to specific problems, and may need to assess intangibles, uncertainties, or incomplete information. The position requires substantial writing skills. Essential duties include, but are not limited to the following:

- Act as grant administrator for the State Court Administrative Office's Office of Highway Safety Planning grant program. Develop or assist in developing grant proposals and grant applications.
- Develop management recommendations to improve trial court operational efficiency and ensure compliance with statutes, grants, policies, and court rules governing trial court operations.
- Manage complex, time-limited projects that may require training other assigned staff and coordination of activities. Prepare public education materials and other publications.
- Respond to inquiries and complaints by litigants, attorneys, and others regarding court procedures and requirements. Research and assess the impact of proposed legislation and court rules affecting trial courts. Design procedures to implement new requirements.
- Analyze court recordkeeping procedures, data, and administrative operations. Recommend new efficiencies.
- Participate in the preparation of on-site program review reports that evaluate trial court operations and make recommendations for improvement.
- Evaluate compensation plans, staffing plans, personnel policies and procedures, and related information for trial courts.
- Draft proposals for administrative orders, court rules, contracts and SCAO policies to be used by trial courts.
- Respond to inquiries from SCAO regional administrators, other SCAO personnel, trial judges, trial court staff, legislators, and others regarding court practices, court facility design, space and records management, and interpretation of court policies, rules, and statutes.
- Advise trial judges and trial court personnel on administrative, fiscal, and operational issues.
- Serve as faculty for the Michigan Judicial Institute and other conferences and meetings.
- Evaluate and recommend automation and office technology improvements for trial courts, including standardized procedures, forms, and records management.

**EDUCATION AND EXPERIENCE:** A bachelor's degree in court, public, or business administration, or a related discipline is required. Juris doctor or master's degree preferred. Work experience managing court operations, including grant administration or closely related assignments, required. Experience in problem-solving courts is preferred.

**WORK LOCATION:** Hall of Justice in Lansing, Michigan, although, there will be limited 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](mailto:jobapps@courts.mi.gov). 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 Management Analyst, P.O. Box 30052, Lansing, MI 48909.

**POSTING DEADLINE: FRIDAY, MARCH 14, 2014**  
AN EQUAL OPPORTUNITY EMPLOYER