

**COURT JOB POSTING**  
**KALAMAZOO COUNTY DISTRICT COURT**  
**Systems Analyst**  
**K08 10344-001**  
**\$40,310.40/\$19.38 - \$54,412.80/\$26.16**

**REPORTS TO:** Court Administrator

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Analyze legislation to determine impact upon District Court processes. Develop and recommend changes. Implement changes approved by Chief Judge. Develop and provide training to implement changes in association with legislative requirements. Evaluate JIS Software. Propose software enhancement. Identify software errors. Generate and provide statistical data for state mandated reports. Compile and facilitate requests for enhancements (ie: website, telecommunications, and various software). Research and verify processes in regards to statutes, court rules and SCAO guidelines. Develop and provide training for JIS and JAVS for users. Assign security access to various software products. Provide technical support for hardware, software and court equipment. Create reports for internal and external court users.

**MINIMUM QUALIFICATIONS OR PREVIOUS EXPERIENCE:**

Bachelor degree in business administration, public administration or criminal justice with 3 years work experience preferably in a criminal justice/court related setting; or any comparable combination of experience, education and training.

Required skills include a working knowledge of court processes. In depth knowledge of statutes, Court Rules and SCAO guidelines. Very strong analytical skills, communication skills and good judgment. Strong interpersonal skills to provide direction and guidance to court staff, clients, police, prosecutors, State agencies, other Courts and County departments. In depth knowledge of JIS software application and JAVS video system, and other software applications desired.

Please submit cover letter and resume to Tina Keifer, Court Administrator, 150 E. Crosstown Parkway, Kalamazoo MI 49001 by 5:00 p.m. February 28, 2014.

**POST: February 14, 2014**  
**REMOVE: February 28, 2014**

**THIS POSTING SHOULD NOT BE CONSIDERED A JOB DESCRIPTION OR AN ALL INCLUSIVE LISTING OF DUTIES TO BE PERFORMED.**

The 8<sup>th</sup> District Court is an equal opportunity employer. The court does not discriminate based upon race, color, sex, age, religion, national origin, marital status, height, weight, disability or sexual orientation.