



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 seeking qualified applicants for the position of Management Analyst I to assist in problem-solving court grant administration and program evaluation. The position involves analysis and development of recommendations on trial court-related issues and management of complex projects. The Analyst must be skilled at data collection, data analysis, and program evaluation. The Analyst will assist in the development of data reporting policy, data collection standards, and data management. He or she will conduct routine data audits of our database for data quality and completeness and implement procedures to ensure that all data necessary for evaluation of problem-solving court programs are accurate and complete. In addition, the Analyst will prepare reports and assist in the preparation, review, and administration of several grants. Essential duties include, but are not limited to the following:

- Act as grant administrator for the *Swift and Sure Sanctions Probation Program* grant and the *Domestic Violence Swift and Sure Sanctions Pilot Program* grant, and as co-grant administrator of the *Urban Drug Court Initiative* grant program. Develop or assist in developing other problem-solving court grant proposals and the administration of other grant programs for Trial Court Services.
- 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.
- Conduct program evaluations, data audits, and statistical analyses and provide recommendations to improve program operations.
- Participate in the preparation of on-site reviews of problem-solving court programs that evaluate trial court operations and make recommendations for improvement.
- 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, 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, social science, or a related discipline is required, with a Master's or Juris Doctorate Degree preferred. Three to five years of progressively more responsible work experience in program evaluation, database management, data analysis, grant administration, and budget and contract management is desired. Proficiency in Excel is required and experience with SPSS is desired.

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. 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 28, 2014
AN EQUAL OPPORTUNITY EMPLOYER