Position Available

**STATE COURT ADMINISTRATOR**
State Court Administrative Office

The State Court Administrative Office (SCAO) is currently seeking qualified applicants for the position of State Court Administrator. Reporting directly to the Chief Justice, this position is constitutionally appointed by the Supreme Court to aid in the administration of Michigan courts and to perform administrative duties assigned by the Court. In concert with the Supreme Court Leadership Team, the Administrator ensures that SCAO provides products and services that support the Supreme Court’s strategic direction for the trial courts. The Administrator acts as the primary interface between SCAO and judges in the trial courts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- Lead staff including selection, development of objectives, coaching and performance communication, recognition, compensation administration and employee relations.
- Work as part of a team with other members of the Supreme Court executive staff.
- Develop and monitor the annual strategic plan. Develop strategic plan success measures and tactics for achieving the plan. Ensure that tactics are translated into performance objectives for appropriate staff. Monitor progress on achieving the plan and report results to the Chief Justice on a regular basis.
- Research, develop, and implement best practices to promote the efficient operation of the trial courts.
- Interact with executive management staff, stakeholder agencies, professional organizations, and local executive and legislative branch officials. Participate in negotiations with executive and legislative branch officials concerning policy positions of the Supreme Court and SCAO.
- Work with Supreme Court and SCAO executive staff in reviewing the judiciary budget and presenting budget requests to the Legislature. Monitor assigned budget.
- Assist Regional Administrators in the statutory, regulatory, and administrative oversight of the trial courts. Consult with trial courts in their constitutional, statutory, administrative, public, and ethical requirements and responsibilities.
- Assist in mediating funding and policy disputes between judges, funding units, other judges, elected officials, and appointed officials.
- Identify, develop, implement, and evaluate methods, processes, and strategies designed to respond to the present and future needs of the justice system, including development of proposals for new rules and administrative orders, which will be considered by the Supreme Court, to ensure effective administration of the courts. Advise trial courts about administrative policy and procedures.
- Participate in major state bar, legislative, and judicial activities addressing current problems within the justice system. Present to outside groups, associations, conferences, and workshops. On behalf of the Supreme Court and SCAO, attend various state and national conferences and meetings. Serve on commissions, committees, and panels involved in matters affecting court administration.

**EDUCATION AND EXPERIENCE:** Juris Doctor (JD) from an accredited law school required. Track record of progressively responsible or expansive work experience in a leadership or administrative capacity, including substantial experience in the judiciary or a related legal setting, with responsibility for delivery of human services, legal services, and information analysis and management.

**WORK LOCATION:** Hall of Justice, Lansing, Michigan, though occasional travel will be required.

**TO APPLY:** Please e-mail your cover letter and resume in Word or Adobe.pdf format to jobapps@courts.mi.gov and include “State Court Administrator” in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: State Court Administrator, P.O. Box 30052, Lansing, MI 48909.

**POSTING DEADLINE:** APRIL 10, 2015

AN EQUAL OPPORTUNITY EMPLOYER