



Position Available
Publications Manager
Michigan Supreme Court
Salary \$90,368.64 - \$119,287.44

The Michigan Judicial Institute is looking for qualified applicants for the position of Publication Manager. Reporting to the Director, the Publications Manager provides professional development to the judicial branch personnel, supervises the Michigan Judicial Institute's (MJJI) publications team and manages the creation, update, regular revision, and distribution of MJJI legal reference publications and other MJJI services. Essential duties and responsibilities include, but are not limited to, the following;

- In consultation with division leadership, develops tactical plans based on the Michigan Supreme Court (MSC) and State Court Administrative Office (SCAO) strategic plans.
- Lead MJJI staff including determining 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.
- Deliver services within the department budget.
- Collect, read, and review recently-issued legal authorities for relevance and inclusion in all MJJI legal reference publications and legal summary e-mails and podcasts.
- Supervise the creation and distribution of MJJI's legal reference publications and legal summary e-mail and podcast service.
- Edit draft legal reference publication chapters to ensure legal accuracy, logical organization, and clarity. Proofread draft publication chapters for errors in spelling, punctuation, grammar, and citation style.
- Train publications team to use desktop publishing software.
- Develop standards for the form, style, and content of MJJI publications and review publications to ensure consistency. Oversee publication design and layout process, final preparation, printing, production, and distribution in a variety of formats that best meet the needs of the judiciary.
- Collaborate with other SCAO divisions, MSC, and, as necessary, the Executive and Legislative branches, to ensure that MJJI legal reference publications reflect the policies and concerns of those offices.
- Consult with the director, program manager, MJJI stakeholders, and outside consultants to select and develop legal content for MJJI legal reference publications, training manuals for other court staff, and print materials to accompany programs or distance learning resources.
- Conduct legal research and respond to inquiries from judges, court personnel, employees of other state offices, attorneys, and members of the public relating to MJJI legal reference publications and other questions involving legal matters.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school. Five years of post-degree experience in legal research and writing. Experience using desktop publishing software and experience as an editor.

KNOWLEDGE AND ABILITY: Advanced computer skills. Understanding of website application as it relates to the display and functionality of MJJI's digital resources. Exceptional legal writing, legal research, editing, and analytical skills. Excellent interpersonal and communication skills. Substantive and procedural Michigan law, Michigan's legislative process, and various types of Michigan trial courts. Ability to multitask, prioritize multiple projects with competing deadlines, troubleshoot publication and website-related software issues and engage in creative problem-solving, synthesize voluminous amounts of information into an organized, concise end-product and analyze complex legal issues and provide constructive feedback to less experienced attorneys on written work and communications.

PHYSICAL REQUIREMENTS: Required to lift and transport materials, equipment, and supplies weighing up to 45 pounds. Required to travel to various sites throughout Michigan, including overnight travel a minimum of four times a year.

WORK LOCATION: Official work-site location is the Hall of Justice. Remote work may be available in accordance with the MSC/SCAO Remote Work Policy. Required to travel to various sites throughout Michigan, including overnight travel a minimum of four times a year.

TO APPLY: Please email your cover letter and resume in Microsoft Word or Adobe PDF format to jobapps@courts.mi.gov. Please include "Publications Manager" in the subject line. If you cannot e-mail applicant materials, please contact Judicial Resources (517) 373-1147 for assistance.

APPLICATION DEADLINE

Open Until Filled

Initial review of resumes will begin Friday, January 26, 2024

AN EQUAL OPPORTUNITY EMPLOYER