

TEMPORARY CONTRACTOR POSITION:	Indiana Self-Represented Litigant (SRL) Court Forms Coordinator
REPORTING RELATIONSHIP:	Director of Civil Justice Programs, Indiana Bar Foundation

PURPOSE: This independent contractor position is responsible for developing the Coalition for Court Access' online Self Represented Litigant (SRL) court forms program. The SRL Court Forms Coordinator will be the project manager for form development, design, vetting, approval and implementation on the CCA's website. This position will work closely with the Indiana Supreme Court Office of Judicial Administration (OJA); assigned senior judges; the Coalition for Court Access Best Practices Work Group and the CCA's website developer. This position will collaborate with subject matter experts and other partners to manage form accuracy and accessibility, and implementation of the CCA's website. This position will report to the Director of Civil Justice Programs at the Indiana Bar Foundation and will work from multiple locations, including the Foundation, the OJA and remotely. This position is funded for a 12- month period with the possibility of a funding extension.

MINIMUM EXPERIENCE

- Experience designing and developing a wide range of forms using various technologies (e.g., Word, PDF, Excel, HTML/CSS/JS) with attention to usability and an understanding of audience.
- Ability to coordinate and collaborate with diverse working groups, members of the public, state and private agencies.
- Demonstrated ability to simplify legal terminology into written language understandable to a diverse population;
- Proficiency with technology appropriate for websites and online forms.
- Superior and demonstrable knowledge of Microsoft Office software, especially Word and Excel (MOS certification preferred).
- Familiarity with federal 508 guidelines for website accessibility (forms must be ADA-compliant).
- Demonstrated process improvement experience.
- Proficiency with short-term and long-range project management.
- Excellent analytical, and verbal and written communication skills.
- Strong organizational, interpersonal and self-starting, proactive skills.
- Ability to collect data and prepare statistical and informational reports.

ESSENTIAL DUTIES

- Establish a streamlined process for SRL court forms creation, review, approval, publication and revision.

- Serve as a principal liaison to the Coalition for Court Access' (CCA) Best Practices work group; the Office of Judicial Administration; and the senior judges assigned to this program.
- Work with designated subject matter experts for each SRL court form topic area and confer with them on a regular basis about needed changes to existing forms or the need for new forms.
- Work with the CCA website developer on designing and populating an online platform for the SRL forms and linking SRL court forms to other online resources.
- Manage the CCA website where the forms will be housed; and maintain the software programs for forms-assembly and/or electronic filing, including form-related inquiries and public comments.
- Act as a resource for, and respond to requests about court forms from, court staff, attorneys, judges, civil legal aid providers and the public.
- Establish and enforce plain language standards for SRL forms.
- Create, update and maintain an SRL court forms formatting guide and maintain a form inventory and index system.
- Design and test effective forms. Shares user testing results with Best Practices work group and manage revisions.
- Review changes in law and advise as to their potential effect on court forms, in consultation with the CCA Best Practices work group and subject matter experts.
- Conduct post-implementation analysis to determine how forms are working within the system and determine possible improvements.
- Keep abreast of current form issues and policies, as well as technological changes in form creation, and makes recommendations for use, when appropriate.
- Other duties as assigned.

PREFERRED EXPERIENCE:

- Law degree from an accredited college or university and current Certificate of Admission to the Bar of the State of Indiana, in good standing.
- Professional-level experience in forms analysis, design and production including experience with electronic forms creation, development and management.
- Two or more years of legal or court experience.
- Knowledge of the Indiana court system.
- Understanding of principles of legal research and writing.
- Experience working with people from diverse backgrounds.

Interested persons should submit resume and cover letter via email to: info@inbf.org

EQUAL OPPORTUNITY EMPLOYER

This position will remain open until filled. However, those persons submitting materials by October 23, 2017 will be given first consideration.