

**December 22, 2023**

**JOB VACANCY ANNOUNCEMENT**

**Administrative Office of the Illinois  
Courts 3101 Old Jacksonville Road  
Springfield, IL 62704**

Applicants may be required to submit additional material and/or complete job specific tests for this position.

<b>POSITION:</b>	Computer Audio/Visual Engineer
<b>DIVISION:</b>	Judicial Management Information Services (JMIS)
<b>SALARY:</b>	\$64,980 per year or commensurate with experience; salary to be determined upon hire
<b>BENEFITS:</b>	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
<b>REPORTING RELATIONSHIP:</b>	JMIS' Court Technology Manager JMIS' CIO

The Administrative Office of the Illinois Courts' JMIS Division is seeking two (2) Computer A/V Engineers to join JMIS' Court Technology group to provide technical hardware and software support to judicial branch offices in Illinois. One position will be based in the AOIC's Springfield, IL office and the other position will be based in southern Illinois, such as the Mt. Vernon Appellate Courthouse. Both positions will require travel throughout Illinois.

**Essential Duties:**

The Computer A/V Engineer position is responsible for a wide range of technologies and audio/video solutions used in courthouses and judicial offices throughout the state. Duties include the support and use of computers and software, Office365, remote hearing hardware and software (such as Zoom and Teams), audio and video recording systems, and other courtroom technologies. Experience and knowledge of Windows operating systems, Office365 applications, networking (TCP/IP, DHCP, DNS), cabling, laptops, printers, and other accessories are required. Responsibilities include working with judges, court administration and employees on the use of technologies in the Supreme and Appellate Courts, judicial offices, and circuit court courthouses. Responsibilities also include travel to and remote assistance of courts with on-premise and virtual/cloud court recording systems, the statewide e-filing system (eFileIL), the statewide court document repository (re:SearchIL), and other applications as required.

The Computer A/V Engineer works under the supervision of the Court Technology Manager and requires a high degree of communication and coordination with other JMIS division staff. This position also works closely with JMIS' 3<sup>rd</sup> party IT partners and knowledge of Illinois court and court clerk business practices and workflow. Tasks include implementation, monitoring, and troubleshooting of hardware and software, supporting remote hearing capabilities for courts; coordination with court stakeholders to schedule and support remote hearings; timely response to IT requests and issues related to remote hearings; assisting courts with statewide e-filing and document repository functions. The Computer A/V Engineer position requires detailed technical analysis, ability

to produce system documentation, ability to solve complex issues with a logical approach, project planning and time management. The Computer A/V Engineer position requires a disciplined approach to all tasks, high attention to detail, the ability to maintain confidential information, and work effectively with coworkers. Working knowledge of remote videoconferencing technologies such as Zoom and Microsoft Teams as well as Microsoft Office products, including Word, PowerPoint, Excel, Outlook, and Visio. Performs other duties as assigned.

**Education, and Training Requirements:**

A Bachelor of Science degree in Information Technology or equivalent work experience is required. The successful candidate must possess strong oral and written communication skills, have excellent project and time management skills and be self-motivated.

**Physical Requirements:**

Professional office work environment and dress. A degree of remote work currently available. Applicants must have the ability to work some additional hours and travel, including some overnight stays. The ability to work alone, with colleagues and third-party service providers is important.

This position requires the ability to lift and move computers, servers, peripherals, storage systems, UPS, and computer accessories. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

**Interested individuals should submit - via email - a letter of interest, resume and completed/signed [Judicial Branch Employment Application](#) to:**

**[CourtEmployment@IllinoisCourts.gov](mailto:CourtEmployment@IllinoisCourts.gov)**

**The position will remain open until filled.**

**EQUAL OPPORTUNITY EMPLOYER**