

**December 22, 2023**

**JOB VACANCY ANNOUNCEMENT**

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

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

<b>POSITION:</b>	Information Systems Technical Consultant
<b>DIVISION:</b>	Judicial Management Information Services (JMIS)
<b>SALARY:</b>	\$61,132 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' Operations Manager JMIS' CIO

The Administrative Office of the Illinois Courts' JMIS Division is seeking two (2) Information Systems Technical Consultants to join JMIS' Hardware/Software group to provide technical hardware and software support to judicial branch offices in Illinois. The positions will be based in the Springfield, IL office and will require travel throughout Illinois.

**Essential Duties:**

The Information Systems Technical Consultant position is responsible for a wide range of technologies and computer hardware and software systems, including installation, configuration, and support for technology projects throughout the state. Experience and knowledge of Windows operating systems, Office365 applications, networking (TCP/IP, DHCP, DNS), cabling, laptops, printers, and other accessories are required. Responsibilities also include support and installation of servers, server operating systems, storage systems and raid arrays, backup systems, and imaging of computers for bulk distribution. The IS Technical Consultant and Hardware/Software group are responsible for the installation and support of JMIS' on-premise recording systems which digitize and record audio and video of court hearings and assist judges and staff with access to recordings and the development of a court record. Responsibilities also include installation and setup of remote hearing software (i.e., Zoom and Teams) and hardware that integrates with court recording systems. The Hardware/Software group is also responsible for onboarding new staff and providing computers and software to judges and staff in the Supreme and Appellate Courts and AOIC offices.

The IS Technical Consultant works under the supervision of the Operations Manager, JMIS and requires a high degree of communication and coordination with other JMIS division staff. The IS Technical Consultant works closely with JMIS' 3<sup>rd</sup> party IT partners for the installation and support of technology systems throughout the state. The position requires a disciplined approach to all tasks, high attention to detail, the ability to maintain

confidential information, and work effectively with coworkers. The IS Technical Consultant position requires strong analytical skills, the ability to solve complex issues, prioritize multiple projects, the ability to follow and facilitate implementation plans and schedules, and the ability to adapt to dynamic work assignments. 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 preferred. 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 travel, including overnight stays, and work some additional hours. 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**