

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY: DATA ANALYST / TECHNOLOGY LIAISON

SALARY: \$22.00/Hour

HOURS: 40 hours a week Mon-Fri

BENEFITS: IMRF Pension, Health Insurance and County Benefits

See 2025
[Benefits Summary:](#)



See 2025
[Health Care Plans:](#)



The 17th Judicial Circuit Court - Winnebago County Circuit Court, is accepting applications for a Data Analyst / Technology Liaison.

LOCATION: Winnebago County Courthouse, 400 W. State Street – Rockford, Illinois

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Utilizes the court’s case management system and other resources to collect information and assist in the preparation and analysis of court performance metrics.
- Acts as a liaison with the Winnebago County IT Department to implement court technology projects that enhance the operations of the court.
- Provides support for the operation and maintenance of the court’s technology services.
- Provides knowledge, input, and advice to court staff on the most recent advances and improvements in court technology, including cost-benefit analysis of alternate methodologies and resources.
- Provides leadership in the maintenance of the Circuit Court website.
- Prepares training and procedure manuals and other materials for court staff and provides instruction regarding technology policies and procedures.
- Trains staff in proprietary software and County standard software.
- Prepares training and procedure manuals for attorneys and litigants utilizing the court’s technologies in the courtrooms.
- Assists court staff with the support, diagnosis, and resolution of problems encountered in the operation of the court systems prior to escalating to IT Help Desk.
- Supports the court end-user, citizens, and or/customer community related to technical support issues of court systems, websites and/or other related functions.
- Maintains an inventory list of computers, printers, and software for the court in coordination with the IT department.
- Maintains the confidentiality of court records, and establishes and maintains working relationship with court staff, public and other professionals.
- Other duties as assigned by the Office of the Chief Judge.

QUALIFICATIONS:

Two years’ experience in a media/technology related field or a Bachelor degree in Management Information Systems, Media Arts, Communications, Business Administration, Criminal Justice or a related field.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Preferred experience in a court or government setting.
- Familiarity with the National Center for State Courts Courtroom Trial Court Performance Measures or comparable statistical analytics.
- Experience with various types of courtroom technology, including evidence presentation technology and video conferencing equipment.
- Experience using multiple disciplines such as web design, animation, video, photography and marketing.
- Applicable Information Technology certifications and credentials.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Kim Ackmann, Deputy Court Administrator
Winnebago County Courthouse
400 West State Street, Room 215
Rockford, Illinois 61101
kackmann@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are subject to a satisfactory background review and drug test.

POSTED: February 10, 2025

EXPIRATION: February 24, 2025

EQUAL OPPORTUNITY EMPLOYER