

# 17TH JUDICIAL CIRCUIT COURT POSTING FOR SERVICES

## NON BARGAINING UNIT VACANCY:

### DATA ANALYST / TECHNOLOGY LIAISON

**SALARY:** \$21.60/Hour

**HOURS:** 40 hours a week  
Monday - Friday

**BENEFITS:** IMRF Pension, Health Insurance

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

**LOCATION:** Winnebago County Courthouse– 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. Performs other duties as assigned.
- Maintains the confidentiality of court records, and establishes and maintains working relationship with court staff, public and other professionals.

### 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  
400 W. State St. Suite 215  
Rockford, IL 61101  
[kackmann@17thcircuit.illinoiscourts.gov](mailto:kackmann@17thcircuit.illinoiscourts.gov)

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

POSTED: 12/19/2022

EXPIRATION: Until Filled

**EQUAL OPPORTUNITY EMPLOYER**