

July 27, 2020

**JOB VACANCY ANNOUNCEMENT  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS  
3101 Old Jacksonville Rd  
Springfield, Illinois 60601**

**Applicant 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
<b>SALARY:</b>	Starting at \$43,272, 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>HOURS OF WORK:</b>	8:30 a.m. - 5:00 p.m.
<b>REPORTING RELATIONSHIP:</b>	Operations Manager

**SUMMARY:** The Administrative Office of the Illinois Courts' Judicial Management Information Services Division is seeking two Information Systems Technical Consultants to provide hardware and software support to judicial and administrative offices. The positions will be based in the Springfield, IL office and will require frequent travel throughout Illinois.

**ESSENTIAL DUTIES:** The Information Systems Technical Consultant position is responsible for a wide range of technologies and functions related to installation, configuration, and support of servers, computers, and networks. This includes experience and knowledge of the configuration and installation of computers, computer software (Office 365 suite, Adobe), accessories (printers, scanners), and networking (TCP/IP, DNS, DHCP, and VLANs). The position requires an understanding of servers, Windows server operating systems, raid arrays and storage systems. Work may include cabling, operation of hard drive imaging systems, and support for backup and restoration procedures. Frequent in-person and telephone contact with end users is required as the Information Systems Technical Consultant position provides onsite and phone support for end-user calls from statewide offices.

The Information Systems Technical Consultant positions requires strong analytical skills, the ability to solve complex issues, prioritize multiple projects, the ability to follow and facilitate implementation plans and schedules, possess strong written communication skills, and the ability to adapt to dynamic work assignments. This position requires travel and after hours work as needed.

**EXPERIENCE AND EDUCATION:** A Bachelor of Science degree in Information Technology or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills, be self-motivated, and detail-oriented to consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required. Hands-on experience with the installation and use of Windows desktop operating systems, including Internet Explorer, Outlook, Microsoft Office 365 programs, anti-virus software, and other productivity programs is required.

**PHYSICAL REQUIREMENTS:** Professional office work environment. This position requires the ability to lift and move servers, storage systems, UPS, computers, monitors, 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. Applicant must have the ability to work some additional hours and travel, including some overnight stays.

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

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

This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER