

January 12, 2022

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.

POSITION:	IT Data Analyst
DIVISION:	Judicial Management Information Services (JMIS)
SALARY:	\$68,978 per year or commensurate with experience
BENEFITS:	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.
REPORTING RELATIONSHIP:	Katie Blakeman, Senior Data and Innovation Manager Skip Robertson, Assistant Director, JMIS

Essential Duties:

The IT Data Analyst position is responsible for statistical analysis, report/dashboard development, and training on the use of the Court's online reporting platform and various reporting tools. The IT Data Analyst will work with judicial branch and non-judicial branch entities to understand their business and reporting needs, design and develop reports to aid in business decisions, and merge data sources to present meaningful statistics and measures. The IT Data Analyst position is responsible for report design, development, upkeep, data extracts, dashboard and visualization development, as well as establishing relationships between data sources. The IT Data Analyst position is responsible for ensuring data integrity, data normalization, and testing of dashboards and statistical reporting for accuracy and effectiveness. The IT Data Analyst is responsible for documentation and training on the use of the dashboards and online reporting tools throughout the judicial branch.

An understanding of data exchange principles, secure connectivity technologies, system integration capabilities, and experience with application development and database design is preferred. In addition, knowledge of court metrics and the general functionality and capabilities of court case management systems is also preferred.

Functions:

The IT Data Analyst position works under the supervision of JMIS' Senior Data and Innovation Manager and requires a high degree of communication and coordination within the judicial branch, AOIC divisions, and third-party entities to understand report requirements. The IT Data Analyst position requires a high degree of technical knowledge, data analysis, and the ability to solve complex issues with a logical approach. The position also requires excellent project planning, prioritization, and time management skills. The IT Data Analyst requires a disciplined approach to all tasks, high attention to detail, the ability to maintain confidential information, and work effectively with coworkers. A working knowledge of statistics and reporting tools, Microsoft Office products, including Word, PowerPoint, Excel, and Outlook

is required.

Tasks include, but are not limited to:

- Ability to conduct a review and analysis of business procedures and process the information to determine data requirements and reporting needs.
- End-to-end duties in the delivery of data reporting, including defining specifications, report development, deployment, training, and upkeep of online reports.
- Conducts data integrity and functional testing to validate data and reporting relationships.
- Creation of modern business intelligence dashboards and reporting that includes data relationships, ad hoc reporting capabilities, and graphic and geospatial visualizations.
- Develops training documentation and implementation plans for end-user dashboards and reporting needs.
- Works with third-party partners on the data/reporting platform and integrations.
- Perform other duties as assigned.

Experience, Education, and Training Requirements: A Bachelor of Science degree in information technology, mathematics, or equivalent work experience with 3 years experience in relational database report generation is preferred. Experience with visualization and reporting tools, such as R, Microsoft PowerBI, and/or Tableau is strongly preferred. The successful candidate must possess strong analytical abilities, oral and written communication skills, be very detail-oriented and disciplined in procedures and assignments, have excellent project and time management skills and be self-motivated. Ability to work alone, with colleagues and third-party service providers is important.

Physical Requirements: Professional office work environment. Position may be eligible for occasional remote work. Ability to travel as needed and sit for extended periods of time. Additional work hours, as needed.

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

CourtEmployment@IllinoisCourts.gov

The posting will remain open until filled. However, those individuals submitting materials by February 18, 2022 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER