

SERVING THE
COUNTIES OF:

FULTON
HANCOCK
HENDERSON
KNOX
McDONOUGH
WARREN

STATE OF ILLINOIS
NINTH JUDICIAL CIRCUIT
COURT SERVICES DEPARTMENT
1319 EAST FIFTH STREET
GALESBURG, ILLINOIS 61401-6698
PHONE: (309) 343-7918
FAX: (309) 343-7922

BRIDGET E. PLETZ
DIRECTOR

STACY L. BAINTE
CHIEF PROBATION
OFFICER

TYE F. ADAIR
PROGRAM
COORDINATOR

POSITION TITLE: IT Specialist
Ninth Judicial Circuit Court Services Department

LOCATION: This position serves Fulton, Hancock, Henderson, Knox, McDonough and Warren Counties in Illinois. Office location will be in Monmouth or Galesburg, IL.

PREFERRED EXPERIENCE:

- *2 or more years Windows Server, Printer Maintenance.
- *Developing & Implementing Web Services; IIS configuration & management.
- *Take a product through the entire systems development lifecycle, implementation & support.
- *Perform unit & system level testing on applications
- *Employee must be able to lift 50 lbs.

RESPONSIBILITIES:

Working with our IT Team, responsibilities include managing all facets of the court systems IT network which includes all probation staff, Circuit Clerks, all Judges of the 9th Judicial Circuit, and all courtrooms within the 9th Judicial Circuit. Other duties include maintaining multiple servers, switches, routers, security for nearly 150 users, and ordering/purchasing computer equipment. Candidates must have good communication and time management skills. Must be able to respond to emergencies, critical or unusual situations immediately, and report to department head.

Employee work schedule 35 hours a week, typically 8 a.m. to 4 p.m., with occasional before and after-hours work. We utilize a ticket system, and some fixes can be handled remotely. This job requires the employee to be at one of its worksites and requires travel within the 9th Judicial Circuit which includes: Fulton, Hancock, Henderson, Knox, McDonough, and Warren Counties. Mileage from site to site is reimbursable at the IRS rate.

BENEFITS:

Salary will be commensurate with experience; health, dental, vision; pension plan; life insurance; deferred compensation option; sick days, personal time, and paid vacation.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Please submit cover letter and resume to: 9th Judicial Circuit Court Services Department, 1319 E. 5th St., Galesburg, IL 61401 C/O: Hope Goad.

Interviews will be scheduled with qualified candidates. Job Position will be posted until filled. Please include a phone number and email you can be reached at. You will be contacted by phone or email if you are chosen for an interview.

Job Type: Full-time

Benefits:

- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Education:

- High school or equivalent (Required)

Ability to Relocate:

- Monmouth, IL 61462

Work Location: In Person