

October 2, 2024

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Web Developer
DIVISION:	Judicial Management Information Services (JMIS)
SALARY:	\$62,355 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. Remote work is available.
LOCATION:	Springfield, IL
REPORTING RELATIONSHIP:	Internet Services Manager, JMIS

The AOIC's JMIS division is seeking a Web Developer with an eye for design and the ability to create effective websites and content pages. The Web Developer works in a fast-paced, detail-oriented environment with high visibility in publishing content, maintaining the Illinois Supreme Court's website, and creating new event-based websites. Assignments require coordination with co-workers, communication with judicial offices and stakeholders, and the timely and accurate preparation and posting of documents and content.

ESSENTIAL DUTIES: Responsibilities include the design of new and updates to existing web sites/pages, the integration and use of third-party Internet services, and the application of ever-changing development and design tools. Web Developers also review, prepare, and generate complex digital documents and e-books. Web Developers are responsible for supporting ADA compliance, search engine optimization, and support for readability standards for content and documents on the website.

FUNCTIONS INCLUDE:

- Maintains and updates the Supreme Court's websites, including content, multimedia, and related services.
- Timely posting of content, documents, and court related information to judicial stakeholders and visitors who rely on the website for updates to orders, opinions, activities, and news throughout the judiciary.
- Using the content management system and related tools, design of effective, clear web pages and content information in an accurate and timely manner.
- Ensures content and documents are ADA compliant and written in a clear manner.
- Use of analytical tools to improve access to content and is knowledgeable of web analytics practices.
- Implements and supports the procedures and documentation required to manage change to content on the Court's website.
- Evaluates and recommends new and existing technologies and techniques that sustain a professional website for the Court. This includes the analysis of software and hardware that impact

the look, feel and functionality of the website.

- Advises on Internet practices and is a technical authority for web development techniques, ADA and SEO best practices and industry standards, mobile devices, and browser presentation and security settings.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

- Proficient and knowledgeable with content management software, web development tools and techniques including HTML/HTML5 programming, JavaScript, Dreamweaver, Adobe Acrobat Professional, Photoshop, Illustrator, or other web development tools.
- Knowledge and experience editing audio and video files and producing multimedia presentations using software tools, such as Adobe Audition and Premiere Pro.
- Experience in designing/developing mobile applications.
- Thorough testing discipline and attention to detail to prevent errors in online and digital content.
- Strong knowledge of Office 365, computers, browsers, OneDrive and other storage systems.
- Knowledge and understanding of file naming standards, folder structures and file size, local and network drives and directory structures.
- Ability to prioritize daily tasks, consistently follow defined procedures, and ensure website content is current, accurate, and reliable.
- Excellent language and writing skills and communication skills.
- Highly organized, self-motivated, and responsive characteristics.
- Ability to work alone, in a team environment, and with third-party service providers.

EXPERIENCE AND EDUCATION: A Bachelor's Degree in information technology, computer science, or a related field of study and a minimum of four years hands-on experience in website design/development, creation and use of digital multimedia, search engine optimization, and the creation of digital documents and online forms is preferred. Additional relevant work experience may be substituted for the degree.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods.
- Professional office working environment requiring telephone usage and the ability to process written documents.
- Ability to work additional hours and travel throughout the state, including overnight stays, as needed.
- 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.

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

courtempoymen@IllinoisCourts.gov

This position will remain open until filled. However, those persons submitting materials by Friday, October 25, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER