

**May 16, 2024**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

<b>POSITION:</b>	Data Scientist
<b>NUMBER OF VACANCIES</b>	1
<b>DIVISION:</b>	Office of Statewide Pretrial Services, Division of Pretrial Operations
<b>SALARY:</b>	Minimum \$75,324; starting salary commensurate with experience
<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>LOCATION:</b>	Springfield, IL
<b>REPORTING RELATIONSHIP:</b>	Chief Research Analyst

**This position does NOT have a remote option and will be based out of Springfield, Illinois. You must be willing to relocate if you are not currently located in Springfield, Illinois.**

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office develops pretrial standards and employs pretrial service officers who conduct pretrial investigations and provide pretrial supervision.

**ESSENTIAL DUTIES:** The Data Scientist position within the Office of Statewide Pretrial Services (OSPS or Office) works under the direction of the Chief Research Analyst, and compiles and analyzes pretrial data to improve the effectiveness of the Office and pretrial services programs throughout Illinois.

**FUNCTIONS INCLUDE:**

- Uses computer coding such as Structured Query Language (SQL), R and Python to access data, create reports, evaluate operations and identify trends.
- Creates and provides visualizations of pretrial data (dashboards) for senior, executive management, and community stakeholders.
- Performs statistical analysis of pretrial data and creates pretrial data dashboards.
- Ensures the integrity of data in pretrial reports produced by OSPS.
- Evaluates data on pretrial operations to identify trends.
- Leads integrations with 3rd party vendors on data integrations and reporting platforms.
- Implements special research projects related to pretrial functions and operations.
- Develops best practices for data collection, integration, review, and quality assurance.
- Develops and fosters productive working relationships with 3rd party software vendors, county pretrial departments, other government agencies and community agencies regarding pretrial activities.
- Maintains up-to-date working knowledge of pretrial services and related criminal justice and community corrections issues.
- Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE:**

### **Required Qualifications:**

1. Bachelor's degree.
2. Formal education in or one or more years' proficient use of Structured Query Language (SQL).
3. One year or more experience working with qualitative and quantitative methods.
4. Ability to contextualize and present data in graphics for senior and executive management and community stakeholders.
5. Strong analytical abilities, self-motivated, detail-oriented, and strong project management skills
6. Effective oral and written communication skills.
7. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
8. A valid Illinois Driver's License and proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

### **Preferred Qualifications:**

1. Master's Degree with coursework or other formalized training in information technology, statistics, mathematics, economics, social sciences, or related fields.
2. Formal education in or one or more years' proficient use of specialized statistical research software such as Microsoft Power BI, Tableau, SAS, SPSS, R, ArcGIS, or GIS.
3. Two or more years of experience working with qualitative and quantitative methods, trend data, cross-sectional data, conducting predictive analytics, and utilizing research data and/or management techniques.
4. Two or more years of project management experience.
5. Two or more years of professional working experience within the criminal justice system including community corrections, law enforcement, law, or trial court administration.
6. One or more years' experience as an educator or training facilitator.

## **PHYSICAL REQUIREMENTS:**

- Ability to sit for extended time periods.
- Professional office working environment requiring telephone usage and ability to process written documents.
- Ability to travel, including overnight stays, as required.

## **HOW TO APPLY:**

**Interested individuals should submit a resume and cover letter through the form below.**

**<https://app.smartsheet.com/b/form/cfdfd666f464473185cdbbd0a5b7b361>**

**This position will remain open until filled. However, those individuals submitting materials by May 26, 2024 will be given first consideration.**

**Any questions about this position or the application process can also be submitted via email at the following address: [pretrialservices@illinoiscourts.gov](mailto:pretrialservices@illinoiscourts.gov) .**

**EQUAL OPPORTUNITY EMPLOYER**