

**May 16, 2025**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS**

**COURTS**

|                                |  |
|--------------------------------|--|
| <b>POSITION:</b>               | Electronic Monitoring Analyst  |
| <b>NUMBER OF VACANCIES:</b>    | Up to 2  |
| <b>SHIFT:</b>                  | Monday to Friday; 8:30 AM to 5:00 PM   |
| <b>DIVISION:</b>               | Office of Statewide Pretrial Services,<br>Division of Centralized Operations   |
| <b>COMPENSATION RANGE:</b>     | \$66,280 - \$70,316; starting salary commensurate with<br>experience   |
| <b>BENEFITS:</b>               | An attractive judicial branch benefits package is offered,<br>including pension, medical, dental, vision and life insurance, as<br>well as deferred compensation and generous leave time.<br><a href="#">Click Here for State Employee General Benefits</a><br><a href="#">Click Here for OSPS Summary of Benefits</a> |
| <b>LOCATION:</b>               | Springfield, IL  |
| <b>REPORTING RELATIONSHIP:</b> | Assistant Deputy Director of Centralized Operations  |

The Office of Statewide Pretrial Services' (OSPS or Office) is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office's mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. OSPS prepares pretrial investigation reports for the courts and supervises individuals released from custody as directed by the court.

The Electronic Monitoring Analyst is responsible for investigating complex electronic monitoring alarms and analyzing GPS and cellular data to assess defendant compliance with court-ordered conditions. This role involves preparing detailed violation reports, communicating with local stakeholders, and identifying tampering or patterns of noncompliance. The Analyst also supports technical questions, ensures accurate geozone setup, and provides regular compliance updates during pretrial supervision.

Current Available Shift:

Monday to Friday, 8:30 AM to 5:00 PM

**\*Shift will be determined to fit operational which may include working weekends.**

**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.

[Click Here for State Employee General Benefits](#)

[Click Here for OSPA Summary of Benefits](#)

**ESSENTIAL DUTIES:** The Electronic Monitoring Analyst is an advanced specialist position within the Division of Centralized Operations. This position investigates complex, high priority alarms and communicates with local stakeholders on the resolution of alarms. The Electronic Monitoring Analyst works under the general direction of the Assistant Deputy Director within the Division of Centralized Operations.

**FUNCTIONS INCLUDE:**

- Investigates complex electronic monitoring alarms by analyzing cellular tower and global positioning system (GPS) traces to determine compliance with electronic monitoring conditions.
- Reviews a defendant's criminal, social and alarm history when resolving communication loss, no GPS, and GPS no movement alarms.
- Serves as specialist on drift, foiling and other measures taken by defendants to circumvent the effectiveness of GPS monitoring.
- Requests and reviews copies of pertinent police reports from law enforcement agencies.
- Communicates with local stakeholders, including the State's Attorney and local law enforcement, on complex or repeat violations.
- Prepares violation reports for complex alarms and electronic monitoring issues and testifies as to the content of these reports at court hearings across the state.
- Provides insights and recommendations to the Government Relations Chief on high-level or complex cases.
- Identifies trends in a defendant's GPS data which could indicate the defendant violated geozone restrictions, had potential victim contact, or violated other court-ordered movement.
- Investigates the movement of defendants and prepares court reports when requested by the local stakeholders.
- Gathers documents in response to subpoenas for electronic monitoring records.
- Assists OSPA staff with technical electronic monitoring questions.
- Reviews the enrollment of pretrial clients into the electronic monitoring program to ensure the accuracy of established geozones.
- Reviews movement of defendants, generates case management notes and prepares monthly progress reports related to defendants' compliance.
- Responds to internal and external inquiries regarding pretrial operations, including the status of pending court cases and conditions of pretrial release.
- Ensures protected personal information is only distributed as allowed.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Minimum Qualifications:

1. A Bachelor's Degree.

2. Three years of professional work experience in a public or private organization
3. Ability to be LEADS certified.
4. Must possess 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.
5. Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).

**Preferred Qualifications:**

1. Bachelor's Degree in Criminal Justice or a social services related field.
2. Three or more years of professional working experience in a public or private organization.
3. One or more years of experience working with electronic monitoring systems.
4. Master's Degree.

**PHYSICAL REQUIREMENTS:**

1. Ability to sit for extended time periods.
2. Professional office working environment requiring telephone usage and ability to process written documents.
3. 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/cfd6d666f464473185cddb0a5b7b361>

A judicial branch application is not required to apply, but it will be required before final hiring decisions are made. The application can be downloaded from the Illinois Courts website:

<https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/b0377255-a5e8-4c75-af0b-65925622d97b/Judicial%20Branch%20Employment%20Application.pdf>

This position will remain open until filled. However, those individuals submitting materials by May 26, 2025, 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**