



Unified Government of Wyandotte County/Kansas City, Kansas

INFORMATION SYSTEMS ANALYST

The Wyandotte County District Attorney's Office is seeking a qualified, forward thinking Information System Analyst that will install and maintain computer systems and networks aiming for the highest functionality. Assess office operations to provide efficiency in processes. You will also "train" users of the systems to make appropriate and safe usage of the IT infrastructure. This critical position will also entail using SQL for reporting and statistical review and analysis, create visualizations with the data and bring key information and insights to all the divisions within the DAs office. A successful candidate will play a key role in several initiatives underway, including expanded use of video evidence, enhancing digital discovery, maximizing server capacity and backup of data per state statutes. Individual must have a thorough knowledge of computer software and hard-ware and a variety of web-based applications, networks, and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail.

Application/resume deadline: February 2, 2022, at 5:00 p.m. CST

PI # 8041

Job Functions

- Support and Utilize existing Just Ware Case Management software system to improve evidence management. Lead software upgrades and ensure current systems receive updates. Serve as the Liaison between the DAs office and software vendor.
- Assist with preparing exhibits for trial, video management, redaction of video and audio evidence, managing digital discovery process and enhance technical capabilities across the office.
- Prepare the office for expected increase of video evidence with expanded use of body cameras by law enforcement
- Utilize data analysis tools such as Java Script, SQL, Python, and PowerBi.
- Prepare statistical and Adhoc reports
- Ensure the integrity of the data within the system
- Support internal DA efforts to analyze and use pertinent information: streamline the collection, storage, and maintenance of data.
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Ensure computer hardware (Laptops, HDD, mouse, keyboard etc.) functionality.
- Install and configure appropriate software and functions according to specifications.
- Develop and maintain local networks in ways that optimize performance.

- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Perform troubleshooting to diagnose and resolve issues (repair or replace parts, debugging etc.).
- Maintain records/logs of repairs and fixes and maintenance schedule.
- Identify computer or network equipment shortages and place orders.
- Other duties as assigned to assist in the overall responsibility of the office.
- Ability to handle extremely sensitive and confidential information

Education and Experience

Bachelor's Degree in a related field and three years of programming, system analysis, or work experience related to area of assignment or, an equivalent combination of education and experience sufficient to successfully perform the duties of the job such as those listed above. Must have a Valid Kansas Driver's License.

Compensation

The Unified Government offers a competitive salary and excellent benefits package commensurate with qualifications and experience. Salary range of \$4,160.56-\$7,055.65/mo. depending upon qualifications. The Unified Government participates in the Kansas Public Employees Retirement System and offers a comprehensive benefits package. Visit www.wycokck.org/benefits for more information.

How to Apply

Please submit applications/resumes to:

Unified Government Human Resources Department

701 North 7th Street, Rm. 646

Kansas City, KS 66101

Email: jobs@wycokck.org

For more information, please visit our website at www.wycokck.org. The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workplace. Applicants selected as finalists for this position will be subject to a comprehensive background check.

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The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer