

December 22, 2021

**JOB VACANCY ANNOUNCEMENT
ILLINOIS SUPREME COURT**

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

POSITION:	Assistant Clerk
DIVISION:	Supreme Court Clerk's Office
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, life insurance, and deferred compensation
STARTING SALARY:	\$74,990, commensurate with experience

ESSENTIAL RESPONSIBILITIES: The Assistant Clerk is a highly responsible position in the Illinois Supreme Court Clerk's Office, located in Springfield, Illinois. The Assistant Clerk provides administrative and legal support to the Supreme Court Clerk in executing responsibilities of the office, including legal writing and research; preparing memoranda on attorney disciplinary matters; the registration of professional service corporations and associations, and limited liability companies and partnerships engaged in the practice of law; bar admissions; statistical reporting; and accounting functions. Job entails project management and supervision.

EXPERIENCE AND EDUCATION REQUIREMENTS: Juris Doctor degree from ABA approved law school, license to practice law and excellent professional references required. Three (3) years of legal work with administrative/management experience preferred. Position demands a strong sense of professional decorum by a highly motivated and dedicated individual with excellent communication and organizational skills.

APPLICATION PROCESS: Applicant must submit a resume and a letter of interest that details why you are interested in the position, your relevant experience in performing comparable work, and how your experience/skills qualify you for the position (your response should be no more than one [1] page in length) to:

courtempoyment@illinoiscourts.gov

This position will remain open until filled. However, those individuals submitting materials by January 24, 2022 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER