

**January 17, 2023**  
**JOB VACANCY ANNOUNCEMENT**

**THIRD DISTRICT APPELLATE COURT**  
**1004 Columbus Street**  
**Ottawa, IL 61350**

*Applicants may be requested to submit additional materials.*

<b>POSITION:</b>	<b>Clerk of the Court</b>
<b>DIVISION:</b>	<b>Third District Appellate Court</b>
<b>BENEFITS:</b>	<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>
<b>SALARY:</b>	<b>Commensurate with experience</b>

**ESSENTIAL DUTIES:** The Third District Appellate Court of Illinois is seeking applications for the position of Clerk of the Court. This is a constitutional, highly responsible professional, supervisory and administrative position. The Clerk of the Appellate Court is appointed by the Third District Appellate Court Justices. The Clerk is responsible for administering all phases of work in docketing case flow management and other areas of operations necessary to execute the responsibilities of the office. Work is performed under the general direction of the presiding judge and is reviewed through conferences and reports, and on the basis of results obtained. This position requires an on-site presence at the courthouse in Ottawa, Illinois, Monday through Friday, and on weekends as duties may require.

**FUNCTIONS INCLUDE:**

- Confers and consults with judges and attorneys concerning matters before the court; interprets court rules, policies, orders, directives, and procedures and their application to matters before the court.
- Responsible for the court's active and closed files and permanent records.
- Supervises the intake and filing of documents and is responsible for the court records management; checks briefs, motions, etc., for compliance with legal requirements; conducts research for preparation of various orders.
- Oversees the oral argument calendar; guides staff on problems relating to the call of the docket, opinion filing, and related matters.
- Plans, directs, and evaluates the work and work assignments of staff; approves personnel actions such as new hires, transfers, promotions, and employee discipline; monitors employee time and attendance and approves leave requests; motivates and coaches staff to aid in performance and productivity; assesses training needs of staff and provides appropriate instruction.
- Directs compilation and analysis of statistical information as required by the court; and is responsible for the court record management program.
- Manages budget expenditures; oversees the procurement of supplies, equipment, and services; responsible for property management and inventory control; directs mail processing activities.
- Coordinates administrative functions with other courts; acts as the court's liaison with the Administrative Office and other state courts and represents the court with public groups, conferences, news media and the general public.
- Confers and consults with judges regarding court policy and planning; reviews and assists in the development of court administration policies and procedures; determines organizational requirements.
- Reviews proposed and pending legislation concerning jurisdictional changes for their impact upon the court and proper implementation of the legislation if passed.
- Performs other duties as required by the Appellate Court.

**EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS:** A minimum of 5 years progressively responsible experience/training in the processing of litigating Trial Court Cases/Appeals. **JURIS DOCTOR REQUIRED.**

**SELECTION FACTORS:**

- Skill in the application of Supreme Court rules.
- Knowledge of Appellate Court operations and experience with electronic systems utilized in court case processing and management.
- Ability to develop, recommend and implement policy directives in Appellate Court program areas.
- Knowledge of modern supervisory practices including employee motivation, scheduling, and assigning work to maintain a balanced workload, developing, and implementing office procedures, training employees, monitoring time and attendance records and recommending appropriate actions to administrative personnel.
- Ability to interact with all levels of management and internal and external stakeholders.
- Ability to collect, analyze, compare, prioritize, and evaluate complex data; evaluate solutions, and identify consequences of decisions and recommendations; and prepare reports.
- Strong analytical, organizational, and interpersonal skills.
- Strong oral and written communication skills.
- Ability to interact with employees and the public in a pleasant, courteous, and helpful manner.
- 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.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment, requiring telephone usage and the ability to process written documents. Applicant must have the ability to travel throughout the state including overnight stays as required.

Interested candidates should submit a letter of interest, resume, self-edited writing sample, and a completed [Judicial Branch Employment Application](#) to:

[courtempoyment@illinoiscourts.gov](mailto:courtempoyment@illinoiscourts.gov)

**The position is open until filled. Applications must be received on or before February 7, 2023.**

**EQUAL OPPORTUNITY EMPLOYER**

