November 6, 2026

JOB VACANCY ANNOUNCEMENT
APPELLATE COURT LAW CLERK/JUDICIAL SECRETARY
Chambers of the Honorable Ann B. Jorgensen
Illinois Appellate Court, Second District

Position: Appellate Court Law Clerk/Judicial Secretary

Annual Salary: $104,304

Location: Illinois Appellate Court, Second District

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. Please refer to the following Benefits Information Sheet for additional details.

Justice Ann B. Jorgensen of the Illinois Appellate Court, Second District, seeks an Appellate Court Law Clerk/Judicial Secretary for an opening in her chambers in Wheaton, Illinois.

ESSENTIAL DUTIES:

The Law Clerk/Judicial Secretary conducts legal research and drafts orders and opinions for the justice. Duties include reviewing and editing the work of other clerks. The position also requires administrative duties, including but not limited to, corresponding with the courthouse and other chambers, tracking the status of motions and cases, paying bills, maintaining case files, and keeping the library up to date. The successful applicant must understand and comport with the Court's ethical obligations and responsibilities.

EDUCATION AND EXPERIENCE:

Graduate of an ABA-accredited law school and a licensed Illinois attorney. Excellent research and writing skills. Preference will be given to those with prior experience as a judicial law clerk, practice as an appellate lawyer, or as a legal practitioner. Excellent computer and technology skills required; strong work ethic and organizational skills preferred.

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 and read large volumes of written documents. The position will permit some remote work.

To apply, submit a cover letter, resume, official law school transcript, two writing samples and three references to Justice Ann B. Jorgensen at: ajorgensen@illinoiscourts.gov.

This position will remain open until filled, but individuals submitting materials by Monday, November 30, 2026, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER