

August 21, 2024

JOB VACANCY ANNOUNCEMENT

**Supreme Court of Illinois
200 East Capitol Avenue
Springfield, IL 62701**

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

POSITION:	Assistant Supreme Court Clerk
DIVISION:	Supreme Court Clerk's Office
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, life insurance, as well as deferred compensation and generous leave time
MINIMUM SALARY:	\$91,844 per year, commensurate with experience

DESCRIPTION: The Office of the Illinois Supreme Court Clerk is seeking applicants for the in-person position of Assistant Supreme Court Clerk in the Clerk's Office in Springfield. The Assistant Clerk provides necessary and valuable assistance to the Clerk of the Court and the Illinois Supreme Court. The position of Assistant Clerk requires a strong sense of professional decorum by a highly motivated and dedicated individual with excellent interpersonal and organizational skills who can communicate effectively with court staff, attorneys, pro se litigants, stakeholders, and the public.

ESSENTIAL SKILLS AND ABILITIES:

- Possess a high degree of verbal and written comprehension
- Express thoughts clearly, both orally and in writing
- Exhibit complex problem-solving and decision-making abilities
- Strong legal research, analysis, writing, and editing skills
- Work independently with a high degree of accuracy

FUNCTIONS INCLUDE:

- Conduct research and prepare memoranda for attorney disciplinary matters
- Manage the registration of law firms in accordance with Illinois Supreme Court Rules
- Coordinate and supervise the biannual attorney admission ceremonies
- Supervise Clerk staff to ensure completion of assigned projects
- Utilize case management software and e-filing platforms
- Develop and implement office policies and procedures
- Compile and prepare statistical reports for the Clerk
- Oversee attorney admission matters

EXPERIENCE AND EDUCATION REQUIREMENTS: At least three years of legal experience with judicial, administrative, and/or management experience preferred. Candidates must have strong information technology skills including proficiency with commonly used office software such as Microsoft Office, Microsoft Excel, and Adobe Acrobat. Candidates must be

graduates of law schools accredited by the American Bar Association and licensed to practice law in Illinois.

Interested individuals should submit a resume, letter of interest, professional writing sample, and a completed [Judicial Branch Employment Application](#), via e-mail, to:

courtempoyment@illinoiscourts.gov

This position will remain open until filled. However, those individuals submitting materials by September 23, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER