

January 24, 2024

JOB VACANCY ANNOUNCEMENT

Chambers of Justice Mark M. Boie
Fifth District Appellate Court

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| POSITION | Appellate Court Judicial Secretary/Law Clerk |
| DIVISION | Illinois Appellate Court, Fifth District |
| BENEFITS | An attractive judicial benefits package is offered, including pension; medical, dental, vision, and life insurance; deferred compensation; and vacation. |
| ANNUAL SALARY | \$91,761 |

Justice Mark M. Boie of the Illinois Appellate Court, Fifth District, seeks a Judicial Secretary/Law Clerk for an opening in his chambers in Anna, Illinois.

ESSENTIAL DUTIES: Conduct legal research and draft memoranda, orders, and opinions for the justice. Review and edit the work of fellow clerks. Minimal administrative duties include tracking the status of motions and cases and paying several bills. Illinois residency is required or willingness to obtain upon job offer.

EDUCATION AND EXPERIENCE: Graduation from an ABA-accredited law school and license to practice law. Will consider all applicants with an excellent academic record and superior research/writing skills. Previous law experience as a judicial law clerk or practicing lawyer welcomed.

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 in electronic formats. This position currently permits a degree of remote work.

To apply, submit a cover letter, resume, writing sample, law school and undergraduate transcripts, and two references to courtempoyment@illinoiscourts.gov.

The position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER