

August 21, 2024

JOB VACANCY ANNOUNCEMENT

**FIFTH DISTRICT APPELLATE COURT
Mount Vernon, IL 62864**

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

POSITION:	Paralegal 1 - Appellate
DIVISION:	Fifth District Appellate Court
SALARY:	Starting salary \$43,818; salary at hire to be commensurate with experience
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.
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Legal Research Director

DESCRIPTION: The Paralegal 1 - Appellate reviews, edits, and cite checks dispositions drafted by the Appellate Court for grammatical errors, accuracy, and adherence to rules and standards prior to publication.

ESSENTIAL RESPONSIBILITIES:

- Reviews legal opinions, orders, special concurrences, and dissents for grammatical errors, citation accuracy, and adherence to rules and standards prior to publication.
- Provides initial and final edits of all draft dispositions prepared by research attorneys.
- Intakes and assigns all cases submitted to the Research Department for disposition.
- Monitors workflow and assists in training new entry level staff.
- Assists with training new attorneys on the court writing and citation styles.
- Maintains internal docket to track case status and assists the Clerk's office with the court docket.
- Provides suggestions on the rules of syntax, grammar, punctuation, diction, rhetoric, semantics, style, legal content, and citation of authority.
- Provides guidance on appellate procedure and writing style.
- Performs legal research to keep abreast of the law and related trends to edit opinions correctly.
- Provides research materials and assists court personnel in doing research on opinions.
- Attends meetings and training as required.
- May act as a liaison between the Reporter of Decisions' office and the Court on matters pertinent to the publication of opinions.
- Keeps office personnel, billing, and building records.
- Performs other duties as assigned.

EXPERIENCE AND QUALIFICATIONS: Paralegal Certificate and five (5) years of experience in a legal field, law firm, or law department. Two (2) years professional paralegal or legal editing experience may substitute for the Paralegal Certification.

KNOWLEDGE AND SKILLS:

1. Extensive knowledge of the rules of syntax, grammar, punctuation, diction, rhetoric, semantics, style, legal content, and citation of authority.
2. Knowledge of the Bluebook and Style Manual.
3. Skill in using personal computers, telephones, reference materials and the Internet.
4. Skill in performing legal research.
5. Ability to analyze legal issues.
6. Ability to solve problems and work efficiently as part of a team.
7. Ability to organize work efficiently and meet assigned deadlines.
8. Ability to associate with employees, Judges and the public in a professional manner.
9. Ability to communicate effectively both orally and in writing.

This position requires the ability to sit for extended time periods and the ability to travel throughout the state, including overnight stays, as required.

APPLICATION PROCESS: Interested individuals should submit a cover letter, resume, and three references, via email, to:

courtempoyment@illinoiscourts.gov

This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER