

**June 11, 2024**

**JOB VACANCY ANNOUNCEMENT**

Chambers of Justice James R. Moore

Fifth District Appellate Court

Marion, Illinois 62959

<b>POSITION:</b>	<b>Appellate Court Law Clerk/Office Administrator</b>
<b>DIVISION:</b>	<b>Fifth 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>ANNUAL SALARY:</b>	<b>\$91,761</b>

Justice James R. Moore is seeking an Appellate Court Law Clerk and Office Administrator for his chambers in Marion, Illinois. Approximately 75% of the work will be as a law clerk, and approximately 25% as the office administrator.

**LAW CLERK DUTIES INCLUDE:**

- Conduct legal research and prepare memoranda of law providing legal and procedural advice on a variety of issues before the court.
- Assist in drafting opinions, orders, and other memoranda.
- Edit and cite check final draft orders, opinions, dissents, or special concurrences.
- Advise the Justice on research of court rules and points of law on pending legal cases.
- Research law regarding issues addressed by parties or the court.
- Read and examine case law; determine relevant cases to be read; verify the jurisdiction of the court.
- Assist the Justice in preparation for educational conferences or speaking engagements.
- Study current legal publications, recent opinions of the Illinois Supreme and Appellate Courts, and other relevant state and federal cases; stay apprised of recent legislation.
- Assist the Justice in his committee work, as needed.
- May supervise the work of law school externs.
- Draft case review summaries and questions in connection with oral argument.
- Perform other duties as assigned.

**OFFICE ADMINISTRATOR DUTIES INLCUDE:**

- Answers telephone, accepts deliveries, coordinates with visitors to Justice's office.
- Communicates with Appellate Courthouse in Mt. Vernon, and other Justices' offices, via email, telephone, and internal computer system.
- Handles mail and email correspondence for Justice, as needed.
- Orders and maintains office supplies.
- Submits appropriate purchase orders, invoices, and vouchers.
- Other administrative duties as assigned.

**KNOWLEDGE AND SKILLS:**

1. Working knowledge of, and ability to apply, federal and state laws and court decisions to pending legal cases.
2. Working knowledge of, and ability to apply, court procedures and rules of evidence.
3. Skill in providing legal research, analyzing legal issues, and preparing written decisions.
4. Skill in applying legal principles and specialized knowledge to individual cases and problems.
5. Ability to communicate effectively.
6. Ability to apprise the Justice of new statutes and recent legislative changes.
7. Ability to work with the Court, colleagues, and the public in a pleasant, courteous, and helpful manner.
8. Ability to comport oneself in a manner which is cognizant of the Court's ethical responsibilities.

**EDUCATION AND EXPERIENCE:** Applicants must have graduated from a law school accredited by the American Bar Association. It is preferred, but not required, that the candidate be a licensed attorney and admitted to the Illinois bar, as well as possess excellent research, case analysis, and writing skills. Individuals taking the July 2024 bar exam may apply.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit or stand for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to generate and process written documents.

**Interested individuals should submit a letter of interest, resume, professional writing sample, a transcript of law school grades, official or unofficial, and two (2) references to Luke Palmer: [lpalmer@illinoiscourts.gov](mailto:lpalmer@illinoiscourts.gov).**

This position will remain open until filled.

**EQUAL OPPORTUNITY EMPLOYER**