

June 13, 2024
JOB VACANCY ANNOUNCEMENT

Third District, Illinois Appellate Court
1007 La Salle Street
Ottawa, IL 61350

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

POSITION:	Appellate Court Research Attorney
DIVISION:	Third District, Illinois Appellate Court – Legal Research Division
BENEFITS:	The Judicial Branch offers an attractive benefits package that includes pension, medical, dental, vision, life insurance, deferred compensation, and generous leave time.
MINIMUM SALARY:	\$81,890
REPORTING RELATIONSHIP:	Legal Research Director

DESCRIPTION: The Third District Appellate Court is seeking new graduates and experienced attorneys with a passion for legal writing and a strong interest in appellate law for the position of Appellate Court Research Attorney. A Third District Research Attorney provides necessary and valuable assistance to the Justices of the Third District Appellate Court.

ESSENTIAL RESPONSIBILITIES: The Appellate Court Research Attorney performs legal research, analysis, and writing and reviews and assists in the drafting of judicial orders, opinions, and other legal documents for the Justices in matters before the Third District Appellate Court.

FUNCTIONS INCLUDE:

- Analyze issues raised by the parties on appeal.
- Review briefs and appellate records, verify appellate jurisdiction, and research applicable law.
- Draft proposed dispositions, memoranda, and other legal documents.
- Confer on a regular basis with Justices, Law Clerks, and other Appellate Court Research Attorneys on assignments and corresponding analysis.
- Make recommendations to the Research Director and Justices.
- Edit final draft orders, opinions, dissents, and special concurrences.
- Remain current on recent opinions of the Illinois Supreme and Appellate Courts, other relevant state and federal cases.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE: Candidates must be graduates of law schools accredited by the American Bar Association. Candidates must possess superior research, analytical, and writing skills. Candidates must have strong information technology skills including proficiency with commonly used office software such as Microsoft Office, Microsoft Excel, and Adobe Acrobat. Competence in the use of web-based case management software and the ability to perform electronic legal research is also required. Practicing attorneys and recent graduates are encouraged to apply.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. Professional office working environment requiring telephone usage and the ability to process written and electronic documents.

Interested individuals should submit – via email – a letter of interest, resume, law school transcript with GPA, and a writing sample to:

3rdresearch@illinoiscourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, July 15, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER