

August 21, 2024

JOB VACANCY ANNOUNCEMENT

**FIRST DISTRICT APPELLATE COURT
160 N. LaSalle Street, Ste. S1400
Chicago, IL 60601**

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

POSITION:	Deputy Clerk - Appellate
DIVISION:	First District Appellate Court
SALARY:	\$43,818 per year
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.

ESSENTIAL RESPONSIBILITIES: Under general supervision, the Deputy Clerk – Appellate performs general and technical office support work in the First District Clerk’s Office. Duties rotate through a variety of assignments within the Clerk's office based upon operational needs.

EXPERIENCE AND QUALIFICATIONS: Individual must have a minimum of two years of experience, education, or training in a clerical capacity within a legal or other professional environment. Knowledge and skills required include excellent interpersonal skills, exceptional knowledge of personal computer applications, and possess outstanding organizational skills and be detail oriented.

This is a professional office working environment requiring telephone usage and the ability to process written and electronic documents.

APPLICATION PROCESS: Interested individuals should submit a letter of interest and resume to:

1stDistrict@illinoiscourts.gov

This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER