April 17, 2024
JOB VACANCY ANNOUNCEMENT
Chambers of Justice Kathryn Zenoff
Fourth District Appellate Court

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

Justice Kathryn Zenoff of the Illinois Appellate Court, Fourth District, has an opening May 1, 2024 in her chambers in Rockford, Illinois. Reasonable remote as well as in-chambers-as-needed working arrangements considered.

ESSENTIAL DUTIES: The position entails legal research and drafting memoranda, orders, and opinions for the Justice. Duties also include reviewing and editing the work of other clerks. The position also requires sharing administrative duties with the other clerks, including but not limited to corresponding with the Springfield courthouse and other chambers, tracking the status of motions and cases, email correspondence, paying bills, and maintaining case files.

EDUCATION AND EXPERIENCE: Graduation from an ABA-accredited law school. Law Review/journal experience desired. Prior experience as a judicial law clerk and/or appellate lawyer strongly preferred, but will consider all applicants with an outstanding academic record in core courses and superior research, analytical and writing skills. Excellent computer and technology skills required.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional working environment requiring telephone usage and the ability to process and read large volumes of written documents. It is important to be able to work independently and remotely and to collaborate virtually with others, if required.

To apply, submit (1) a cover letter, (2) resume, (3) law school transcript, (4) one independent, self-edited writing sample and (5) three references to <u>cnorberg@illinoiscourts.gov</u>. The position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER