August 18, 2023

JOB VACANCY ANNOUNCEMENT
Chambers of Justice Peter C. Cavanagh
Fourth District Appellate Court

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

Justice Peter C. Cavanagh of the Illinois Appellate Court, Fourth District, seeks a Judicial Secretary/Law Clerk for an opening in his chambers in Springfield, Illinois.

**ESSENTIAL DUTIES:** The Judicial Secretary/Law Clerk conducts legal research and drafts memoranda, orders, and opinions for the justice. The Judicial Secretary/Law Clerk also performs administrative duties, including but not limited to corresponding with the courthouse and other chambers, tracking the status of motions and cases, paying bills, and maintaining calendars and case files. Illinois residency is required or willingness to obtain upon job offer.

**EDUCATION AND EXPERIENCE:** Graduation from an ABA-accredited law school and licensed to practice law. Prefer prior experience as a judicial law clerk and/or legal practitioner but will consider all applicants with an excellent academic record and superior research/writing skills.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process and read large volumes of written documents in electronic formats.

To apply, submit a cover letter, resume, one writing sample, law school transcript, and two references to courtemployment@illinoiscourts.gov. The position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER