

February 26, 2024

JOB VACANCY ANNOUNCEMENT

**Chambers of Justice Aurelia M. Pucinski
First District Appellate Court**

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

Justice Aurelia M. Pucinski, First District, Illinois Appellate Court (Cook County) is seeking a judicial law clerk/secretary for her chambers.

ESSENTIAL DUTIES: The judicial law clerk/secretary conducts legal research and assists in drafting memoranda, opinions, and orders. This position also requires performing various administrative duties.

EDUCATION AND EXPERIENCE: Applicants must be licensed to practice law in Illinois. Prior appellate writing and research experience is considered highly preferred. Attention to detail, organizing skills, basic computer skills, and interpersonal skills are essential.

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. The position will permit some remote work; however, working completely on a remote basis is not preferred. Illinois residency is required or willingness to obtain upon job offer.

Applications with resumes, writing samples, and references should be emailed to
courtempoymen@illinoiscourts.gov

This position will remain open until filled. However, applications submitted by March 6, 2024, will be given first consideration.

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