

April 9, 2024
JOB VACANCY ANNOUNCEMENT

First District, Illinois Appellate Court
160 North LaSalle Street
Chicago, IL 60601

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

POSITION:	Appellate Court Research Attorney
DIVISION:	First District, Illinois Appellate Court
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

ESSENTIAL RESPONSIBILITIES: The First District of the Illinois Appellate Court’s Legal Research Division is seeking new graduates and experienced attorneys with a passion for legal writing and a strong interest in appellate and criminal law for the position of Appellate Court Research Attorney. As valued members of the First District, the Appellate Court Research Attorneys provide necessary and crucial assistance to the justices of the First District of the Illinois Appellate Court. Responsibilities in general include researching and analyzing applicable law and preparing draft orders, and other legal documents in matters before the First District of the Illinois Appellate Court.

FUNCTIONS INCLUDE:

- Research and analyze law on issues raised by parties.
- Read and examine briefs and appellate records, verify the existence of appellate jurisdiction, and determine applicable law.
- Draft proposed memoranda, orders, or other legal documents for the First District.
- Review petitions for rehearing on assigned cases as needed.
- Confer with Justices, law clerks, and other Appellate Court Research Attorneys on assignments and corresponding analysis as needed.
- Study current legal publications, recent decisions of the Illinois Supreme and Appellate Courts and other relevant state and federal cases, and review recent legislation.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE: Applicants must be graduates of a law school accredited by the American Bar Association. Applicants must possess excellent research, case analysis, and writing skills. Practicing attorneys and recent graduates are encouraged to apply.

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

Interested individuals are asked to submit a resume, writing sample, an official or unofficial law school transcript (initially to be used as an assessment of the types of classes taken by candidates), and a letter of interest stating how the candidate's experience and qualifications connect with the required and preferred credentials, characteristics and priorities expressed in the position profile, via e-mail, to courtempoyment@illinoiscourts.gov no later than April 26, 2024.

EQUAL OPPORTUNITY EMPLOYER