July 22, 2022

JOB VACANCY ANNOUNCEMENT

Chambers of Justice Eugene G. Doherty
Illinois Appellate Court, Fourth District
Rockford, IL

POSITION:	**Appellate Court Judicial Secretary/Administrative Assistant**
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:	**$87,391**

Justice Eugene G. Doherty of the Illinois Appellate Court, Fourth District, seeks an Appellate Court Judicial Secretary/Administrative Assistant for an opening in his chambers in Rockford, Illinois.

ESSENTIAL DUTIES: The Judicial Secretary/Administrative Assistant conducts legal research and drafts 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, paying bills, maintaining case files, and keeping the library up to date. The successful applicant must have the ability comport oneself in a manner which is cognizant of the Court's ethical responsibilities.

EDUCATION AND EXPERIENCE: Graduation from an ABA-accredited law school. Law Review/journal experience is preferred. Preference will be given to those with prior experience as a judicial law clerk and/or appellate lawyer or as a legal practitioner, but all applicants with an outstanding academic record and superior research and writing skills will be considered. Excellent computer and technology skills required.

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. The position will permit a limited degree of remote work.

To apply, submit a cover letter, resume, official law school transcript, class rank, a writing sample and three references to:

Justice Eugene G. Doherty
edoherty@illinoiscourts.gov

The position will remain open until filled, but individuals submitting materials by Friday, August 5, 2022, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER