

August 30, 2016
JOB VACANCY ANNOUNCEMENT

Fourth District Appellate Court
201 W. Monroe Street
Springfield, IL 62794

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

POSITION:	Appellate Court Research Attorney
DIVISION:	Fourth District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
MINIMUM SALARY:	\$59,850 per year
REPORTING RELATIONSHIP:	Legal Research Director

ESSENTIAL DUTIES: An Appellate Court Research Attorney researches and prepares legal memos and draft appellate orders and opinions for the Fourth District Appellate Judges.

EDUCATION AND EXPERIENCE: Graduation from a law school accredited by the American Bar Association is required. Candidate must have excellent analytical, organizational, research, and writing skills; positive personality; ability to synthesize information accurately and quickly; work as a team member; and accept criticism, edits, and rewrites.

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

Interested individuals should submit – via email or hard copy - a letter of interest and resume; reference list; law school transcript, class rank, GPA, or other pertinent information; and a writing sample to:

Fourth District Appellate Court
Attention: Shirley Wilgenbusch, Legal Research Director
201 W. Monroe Street
P.O. Box 19206
Springfield, IL 62794-9206
4thdistrict.staff.attorney@gmail.com

This position will remain open until filled. However, those individuals submitting materials by Friday, September 16, 2016 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER