

June 14, 2024

JOB VACANCY ANNOUNCEMENT

**Chambers of the Raylene DeWitte Grischow
Illinois Appellate Court, Fourth District**

APPLICANTS MUST BE A LICENSED ILLINOIS ATTORNEY.

POSITION:	Appellate Court Law Clerk
DIVISION:	Illinois Appellate Court, Fourth District
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, life insurance, and deferred compensation, as well as generous leave time.
ANNUAL SALARY:	\$101,592

Justice Raylene DeWitte Grischow is assigned to the Fourth District Illinois Appellate Court effective July 8, 2024. Justice Grischow is seeking an Appellate Court Law Clerk to perform legal research, analysis, and writing, and to review and assist in the drafting of judicial opinions, orders, and other legal documents.

FUNCTIONS INCLUDE:

- Conduct legal research and prepare memoranda of law providing legal and procedural advice on a variety of issues before the Court.
- Assist in drafting opinions, orders, and other memoranda.
- Edit and cite check final draft orders, opinions, dissents, or special concurrences
- Advise the Justice on research of court rules and points of law on pending legal cases.
- Research law regarding issues addressed by parties or the court.
- Assist the Justice in preparation for an educational conference or speaking engagements.
- Study current legal publications, recent opinions of the Illinois Supreme and Appellate Courts, and other relevant state and federal cases; stay apprised of recent legislation.
- Assist the Justice in judicial committee work.
- May supervise the work of law school externs.
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS:

1. Working knowledge of, and ability to apply, federal and state laws and court decisions to pending legal cases.
2. Working knowledge of, and ability to apply, court procedures and rules of evidence.

3. Skill in providing legal research and preparing memorandum of law providing legal and procedural advice.
4. Skill in analyzing legal issues and writing persuasively.
5. Skill in applying legal principles and specialized knowledge to individual cases and problems.
6. Ability to communicate effectively.
7. Ability to apprise the Justice of new statutes and recent legislation changes.
8. Ability to work with the Court, colleagues, and the public the public in a pleasant, courteous, and helpful manner.
9. Ability to comport oneself in a manner which is cognizant of the Court's ethical responsibilities.

EDUCATION AND EXPERIENCE:

Applicants must be a licensed attorney and admitted to the Illinois bar. Preference will be given to those with prior experience as a judicial law clerk and/or appellate lawyer, or as a legal practitioner. All applicants with an outstanding academic record and superior research, analysis, and writing skills will be considered. Law Journal experience is beneficial but not required.

PHYSICAL REQUIREMENTS:

This position requires the ability to sit or stand for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to generate and process written documents.

OTHER REQUIREMENTS:

Excellent computer and technology skills are required. This position requires a valid driver's license, proof of automobile insurance to operate a personal vehicle on state business, and a safe driving record. Some degree of remote work is possible contingent upon qualifications and preference of the Justice.

Applicants should submit a cover letter, resume, writing sample, and three (3) references to:

Honorable Raylene DeWitte Grischow at
AC_District4_Clerk@illinoiscourts.gov

All applications will be automatically considered for the open Appellate Court Law Clerk/Judicial Secretary vacancy in Justice Grischow's chambers. There is no need to submit a separate application for each vacancy.

This position will remain open until filled. However, applications submitted by
July 19, 2024 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER