



OFFICE OF THE CHIEF JUDGE
Third Judicial Circuit Court – Madison County, Illinois

DAVID A. HYLLA
Chief Judge

EMPLOYMENT OPPORTUNITY

DATE POSTED: August 1, 2018

CLOSING DATE: August 31, 2018 or until position is filled

POSTION: Law Clerk \$45,000.00 Annual Salary
(Circuit Court)

The Third Judicial Circuit Court is accepting applications for the position of Law Clerk. This Law Clerk position is for two years with the possibility of extension (not to exceed one additional year).

GENERAL STATEMENT OF DUTIES:

The job of Law Clerk includes researching issues or questions confronting the court and presenting oral reports and/or written memorandums of law addressing a wide assortment of issues arising in civil and criminal litigation. In conjunction with these duties, the Law Clerk will be expected to interpret statutes, monitor new case law and legislation, assist in formulating and drafting administrative orders and local court rules, and assist in administrative functions of the court.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Read files and briefs, research legal issues, and give opinions and recommendations for judges
- Prepare written memoranda and draft orders
- Draft Administrative Orders and Local Court Rules
- Track and circulate new laws to the Judges
- Prepare reports as needed and/or required

- Perform Administrative office functions such as editing, proof reading, telephone communications, and written correspondence
- Work cooperatively with other members of the judge's staff in order to effectively support the judiciary

SUPERVISION RECEIVED:

Supervision is provided by the Chief Judge and Trial Court Administrator.

MINIMUM QUALIFICATIONS

Applicants must have a J.D. degree from an accredited law school.

SUMMARY

The list of duties above is meant to give a basic description of the duties and responsibilities of the Law Clerk. The Law Clerk is employed at the discretion of the Chief Judge. The Law Clerk may periodically be assigned to perform other duties to maintain efficient operation of the Circuit Court to the extent such other duties do not interfere with the responsibilities set out above and do not conflict with provisions of any collective bargaining agreement.

PROCEDURES FOR APPLYING

Send resume and completed Madison County application form, which can be found on the County website <http://www.co.madison.il.us/> to:

Teri Picchioldi
Trial Court Administrator
Madison County Courthouse
155 N. Main Street, Suite 405
Edwardsville, IL 62025
tlpicchioldi@co.madison.il.us