



Supreme Court of Illinois

The Supreme Court of Illinois is currently accepting applications for

CLERK OF THE SUPREME COURT OF ILLINOIS

The Supreme Court of Illinois is seeking applications for the position of Clerk of the Supreme Court of Illinois with a start date of December 1, 2021. Candidates should forward a letter of interest, resume, self-edited writing sample of no more than 5 pages, and completed Judicial Branch Employment Application to courtemployment@illinoiscourts.gov. The Judicial Branch Employment Application is available at <http://illinoiscourts.gov/employment/>. The position is open until filled, but applications received on or before June 25, 2021, will be given first consideration.



CLERK'S OFFICE

Supreme Court Building
200 E. Capitol
Springfield, IL 62701
(217) 782-2035

Michael A. Bilandic Building
160 North LaSalle Street
Chicago, IL 60601
(312) 793-6185

CLERK OF THE SUPREME COURT OF ILLINOIS Vacancy Announcement

Essential Responsibilities:

The Clerk of the Supreme Court is an officer appointed by the Court (Ill. Const. 1970, Art. VI, § 18 (a)), reports to the Court, and serves at the Court's pleasure. This senior level position is the Court's principal case processing and records manager who operates the Clerk's main office in Springfield and a satellite office in Chicago through a staff of 13 deputies whom the Clerk recruits, selects, trains, and supervises. The Clerk is also responsible for planning, developing, and implementing policies and procedures necessary to execute the responsibilities of the office.

Major Duties and Responsibilities:

- Oversees and evaluates the functioning of four distinct automated dockets and all associated processes to ensure compliance with Supreme Court rules and effective tracking and scheduling of cases from initiation to issuance of mandates and final orders.
- Plans, prioritizes, assigns, supervises, and reviews the work of 13 deputies and oversees the daily operations of the Office of the Clerk of the Supreme Court.
- Interprets and applies relevant Supreme Court rules and compiles, analyzes, and reports statistics on the Court's case load.
- Keeps track of Supreme Court boards and commissions vacancies and appointments.
- Coordinates the filing of Supreme Court opinions and rule amendments.
- Responsible for the Supreme Court's active and closed files and permanent records, dating to 1818.
- Maintains the master roll of attorneys and oversees the licensing process.
- Registers and annually renews professional service corporations and associations, and limited liability companies and partnerships engaged in the practice of law.
- Files annual judicial financial disclosure statements required of state court judges.
- Routinely writes reports for the Court on legal and administrative subjects, including a body of memoranda on attorney discipline cases ready for disposition each term of Court; and initiates or undertakes projects as directed.
- Fosters critical working relationships with offices of the judicial branch, Supreme Court agencies, and state and county departments.
- Performs special projects and tasks as requested by the Court and participates on project teams as necessary.

Education and Experience Requirements:

- Requires a Juris Doctor degree from ABA approved law school and license to practice law in Illinois or other state or territory of the US or District of Columbia.
- Minimum of 8 years of progressively responsible administrative experience in public or private sector which provided a thorough understanding of the functioning of an organization and a general understanding of court operations, including a minimum of 5 years of progressively responsible, substantial, and successful experience in a management or supervisory role. Through this experience the incumbent should have gained the ability to sustain a high level of organizational excellence, exercise consistently sound judgment, and maintain unfailingly professional demeanor.
- Ability to communicate clearly and concisely, orally and in writing.
- The active practice of law may be substituted for up to 2 years of administrative and managerial experience; experience in the private practice of law is beneficial.
- Experience in court administration is desirable, including familiarity with electronic case processing/filing programs and software.
- Experience scheduling and facilitating remote meetings using programs such as Zoom, WebEx, or Microsoft Teams is also desirable.
- The successful candidate must possess the analytical, organizational, communication, and legal skills necessary to execute responsibilities at the highest level of competency.

Compensation and Benefits:

The annual salary starts at \$140,000. An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, life insurance as well as deferred compensation.

Application Process:

Interested candidates should submit a letter of interest, resume, self-edited writing sample of no more than 5 pages and a completed [Judicial Branch Employment Application](#) to:

courtemployment@IllinoisCourts.gov

The closing date for applications is June 25, 2021, or until the position is filled.

The letter of interest should be addressed to the Honorable Anne M. Burke, Chief Justice of the Supreme Court of Illinois.

EQUAL OPPORTUNITY EMPLOYER

The Clerk's Office has existed since circa 1818 and supports the Supreme Court in the exercise of its statewide jurisdiction, authority to regulate the practice of law in Illinois, and supervisory authority over the courts in the state.

In its case management capacity, the Clerk's Office maintains four distinct automated dockets, executing all associated processes, to ensure compliance with Supreme Court Rules and ensure cases are effectively monitored and scheduled, from initiation to issuance of mandates and final orders as appropriate. The general docket unit of the office supports the Court's primary docket. The miscellaneous record docket consists primarily of attorney matters. The miscellaneous docket consists of conviction-related cases filed by pro se incarcerated litigants and provides a forum without compromising standard filing requirements. The proposed rule docket was developed and functions consistent with the mandate of Supreme Court Rule 3. E-filing of Court documents began in 2012 on a pilot basis for certain cases on the general docket and was expanded in 2013 to permit e-filing in all cases on the Court's general and miscellaneous record dockets. Beginning July 2017, mandatory e-filing of civil cases in the Illinois Supreme, Appellate and Circuit Courts was established through a single, centralized electronic filing manager (EFM), called eFileIL and included integration with each court's case management system.

In its record management capacity, the Clerk's Office maintains the Court's active and closed files and permanent records, dating to 1818, including historically significant documents which are housed and preserved in the State Archives by agreement, and through an agreement with State Archives oversees the conversion of paper documents to microfilm, a more stable medium.

The Clerk's Office registers and renews professional service corporations and associations, and limited liability companies and partnerships engaged in the practice of law. The Clerk's Office is also responsible for maintaining the roll of attorneys, which includes the licensing process, and issuance of law licenses; files judicial financial disclosure statements required of state court judges; and compiles, analyzes, and reports statistics on the Supreme Court's caseload and other activity.

The Clerk's Office provides information to the public at large and the practicing bar and has working relationships with other courts and judicial branch offices, Supreme Court agencies, and state and county departments.





ABOUT THE COURTS IN ILLINOIS

The **Supreme Court**, the highest tribunal in Illinois, has seven justices, elected from the five judicial districts for a term of ten years. Three justices are elected from the First District (Cook County), and one from each of the other four districts. The Supreme Court has general administrative and supervisory authority over all courts in the state. This authority is exercised by the Chief Justice with the assistance of the Administrative Director and staff appointed by the Supreme Court. The Supreme Court hears appeals from lower courts and may exercise original jurisdiction in cases relating to revenue, mandamus, prohibition or habeas corpus.

The **Appellate Court** hears appeals from the Circuit Courts. There are five districts of the Appellate Court, and judges are elected for a term of ten years. Cook County, which comprises the 1st District, has 18 appellate judges. The remaining 101 counties are divided into four districts that elect six judges each. Additional judges are assigned by the Supreme Court to the Appellate Court, temporarily, on a showing of need. Elgin is the seat of the 2nd District; Ottawa, the 3rd; Springfield, the 4th; and Mount Vernon, the 5th.

The Unified Trial Court in Illinois is the **Circuit Court** comprised of circuit and associate judges. The state is divided in 24 judicial circuits, each having one chief judge elected by the circuit judges. The chief judge has general administrative authority in his or her circuit, subject to the overall administrative authority of the Supreme Court. Circuit judges may hear any case assigned to them by the chief judge. Associate judges may not preside over criminal cases in which the defendant is charged with an offense punishable by imprisonment for one year or more (felonies), unless approval is received from the Supreme Court. Circuit judges are elected for a term of six years; associate judges are appointed by the circuit judges in accordance with Supreme Court rules for a term of four years.

Springfield at a Glance
Population: 114,230 , 2019 Population Estimates
Land Area: 59.48 square miles
Households: 50,952 housing units, 2015-2019 Estimates
Median Household Income: \$54,648 (in 2019 dollars), 2015-2019
Source: <i>www.census.gov</i>

SPRINGFIELD, ILLINOIS

Springfield, the state capitol, is centrally located in Illinois approximately 200 miles southwest of Chicago and 100 miles northeast of St. Louis.



Springfield was home to our nation's sixteenth President, Abraham Lincoln, from 1837—1861, when he moved into the White House. Lincoln served his last term in the legislature (1840—41), practiced before the state Supreme Court, delivered his famous “House Divided” address, and maintained an office as president-elect in the Old State Capitol located in Springfield, Illinois. (Encyclopaedia Britannica)

Popular tourist attractions located in Springfield include the Abraham Lincoln sites: the Lincoln Home National Historic Site, the Lincoln Tomb and the Abraham Lincoln Presidential Museum; the Dana-Thomas House, designed by Frank Lloyd Wright; the Illinois Governor's Mansion; Washington Park's Botanical Garden and home of the world's largest carillon.

Springfield is home to the Illinois State Fair, held every August.

Springfield is located on historical Route 66 and still features a handful of the original restaurants and diners. (www.visitspringfieldillinois.com)

