

**OFFICE OF CHIEF JUDGE
JOB DESCRIPTION**

Job Title: LAW CLERK II

Job Summary and Duties:

- Assists judges in resolving matters before the court and in courtroom proceedings.
- Researches and analyzes legal issues presented for brief or argument based on statutory and case law.
- Searches for and studies legal records, documents, law to obtain information and make analysis applicable to case under consideration.
- Prepares written memoranda and summaries based on research and analysis of legal issues.
- Assists in drafting and proofreads opinions, administrative and judicial orders, professional correspondence, public information documents, and court rules.
- Consults with judges regarding interpretations and application of law to issues and cases.
- Monitors pending legislation as needed.
- Assists outside counsel with litigation to which judges or court employees are parties.
- Assists with other miscellaneous matters as required by the judges or supervisor.
- Maintains confidentiality while performing duties.

In addition, specific job duties to the Domestic Relations Division, include, but are not limited to:

- Assignments from some or all of the Domestic Relations Division judges;
- Keeping up to date on new legislation and case law and reporting to judges;
- Helping prepare for and participate in Monthly Division Meeting;
- Assisting the Presiding Judge in preparation for seminars and other presentations;
- Assisting the Presiding Judge in administrative duties including drafting of Administrative Orders, changes to form orders, and changes to rules;
- Participating in meetings with court stakeholders at the request and discretion of the Presiding Judge;
- Responding to questions and concerns from self- represented litigants and ex parte communications;
- Interviewing extern candidates and make recommendations to the Presiding Judge and Division Administrator; and
- Monitoring and updating the Domestic Relations Division page on the Circuit Court's website.

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the duties to be performed under the job title or those to be performed temporarily outside an employee'

Job Requirements:

- Bachelor's degree and Juris Doctor degree.
- Licensed to practice law in Illinois.
- Knowledge of methods of legal research and analysis of applicable laws.

- Experience with computer applications for word processing, spreadsheet, database, and legal research/writing.
- Excellent written and oral communication skills.
- Excellent organizational abilities.
- Ability to work well with others and collaborate with legal and non-legal personnel.

Other Requirements:

WORKINGCONDITIONS/PHYSICAL REQUIREMENTS:

- On a continuous basis, sit at a desk for long periods of time in front of a computer screen
- Intermittently twist to reach equipment or supplies surrounding desk
- Perform simple grasping and fine manipulation
- Strength to lift files weighing up to 20 pounds
- Use telephone and computer keyboard on a daily basis

Resume Submission: patricia.kelly@cookcountyil.gov

The Office of the Chief Judge of the Circuit Court of Cook County is an equal opportunity employer. It is the policy of the Office of the Chief Judge to provide equal opportunity in employment to all employees and applicants. No person is to be discriminated against in employment because of race, color, religion, national origin, political belief or activity, age, sex, marital status, sexual orientation or disability.

Revised January, 2022