



State of Illinois
Circuit Court of Cook County
Chancery Division

Joel Chupack
Judge

50 W Washington
Suite 2601
Richard J. Daley Center
Chicago, IL 60602
(312) 603-5415

JOB OPENING:

Circuit Court of Cook County, General Chancery Division, Judicial Law Clerk

Judge Joel Chupack is seeking to fill a Judicial Law Clerk position in the General Chancery Division of the Circuit Court of Cook County. This paid clerkship position provides an excellent opportunity to work closely with a Judge in a state trial court that handles complex and varied cases involving equitable remedies. Judicial Law Clerks will work on a variety of practice areas, including business litigation, corporate law, class actions, consumer law, privacy law, administrative review, labor and employment litigation, insurance coverage, and real estate.

The Judicial Law Clerk's responsibilities will include, among other things, managing the court's docket and administrative aspects of chambers, communicating with attorneys about procedural requirements, observing and assisting in hearing and motion calls; researching substantive issues of state law, drafting legal memoranda, opinions and orders, attending court proceedings; observing bench trials and injunction hearings; and generally providing trusted legal support to the Judge. There is daily interaction with the Judge, Court Clerk, and the other law clerk concerning legal and court-related issues.

This position is currently hybrid in-person and remote (3 days per week in-person is required) but may change in the future. The start date will most likely be mid-May to early June 2024.

New hires will have to pass a background check and an entry drug test (including marijuana).

Interested candidates should send a resume, writing sample (preferred 10-page max), cover letter, and unofficial transcript to:

- mariah.woodson@cookcountyil.gov

ADDITIONAL JOB DETAILS:

JOB TITLE: LAW CLERK II

FLSA EXEMPT

GRADE: 16

SALARY: \$67,389

Law school graduates pending Illinois licensure: \$56,313

JOB SUMMARY AND DUTIES: The Law Clerk II reports to the Presiding Judge of the Division or Municipal District of the Circuit of Cook County or as otherwise assigned. The position requires a strong commitment to access to justice, a highly professional demeanor, and sound judgment. The Law Clerk:

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

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's normal line of work.

JOB REQUIREMENTS:

- Bachelor's degree, Juris Doctor degree, and active license to practice law in Illinois.**
- Knowledge of methods of legal research and analysis of applicable law.
- Experience with computer applications for word processing, spreadsheet, database, and legal research/writing.
- Excellent written and oral communication skills and organizational abilities.

- Ability to work with others in a professional and collegial manner and collaborate with legal and non-legal personnel.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- On a continuous basis, sit at a desk for long periods 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

** Absent extenuating circumstances, employees in Law Clerk II positions must be licensed by the Illinois Supreme Court, and in good standing, within one year of start of employment. Entry level salary for law school graduates who are not yet licensed to practice law is currently \$56,313.

This position requires a pre-employment drug screening and criminal background check. Applicants are advised that as a Drug Free Workplace, use of medical or recreational marijuana is prohibited and will disqualify a candidate from employment.

All offers of employment are contingent upon successful completion of all required screening criteria.

Please apply by filling out the application at our [Career Page](#).

THE OFFICE OF THE CHIEF JUDGE IS AN EQUAL OPPORTUNITY EMPLOYER

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

Revised: January, 2024