

# United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court



## Vacancy Announcement

Position Title:	<b>Term Law Clerk</b>
Announcement Number:	2024-05
Position Type:	Full time
Position Location:	Peoria, IL
Starting Date:	August 26, 2024
Classification Level:	JSP 11/1 – JSP 13/10
Salary Range:	\$72,553 – \$134,435

*Starting salary will depend upon the education, background, and prior work experience of the applicant.*

Opening Date: **April 15, 2024**

Closing Date: **May 15, 2024**

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The U.S. District Court for the Central District of Illinois is accepting employment applications for the position of Term Law Clerk to Senior District Judge Michael M. Mihm, in Peoria, Illinois. This position is for a one-year term, beginning approximately August 26, 2024, with the possibility to renew. Judge Mihm seeks the most qualified individual who demonstrates outstanding writing and analytical skills and possess the qualities that will allow them to work well in a team environment.

**Position Overview:** Primary duties of the position include administrative and traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions, and orders, and attending court proceedings. The position requires working closely with the Judge on civil and criminal cases and providing guidance for the

procedural management of the Court's case load. Additional administrative duties include clerical tasks, overseeing daily filings, responding to written and telephone inquiries, interacting with court personnel, counsel, litigants, and/or the public, answering questions regarding court procedures and rules. The position also includes generally providing administrative support to the Judge as assigned. Successful candidates must exhibit the highest standards of excellence and integrity. This is a full-time position located in Peoria, Illinois, that may include occasional travel for hearings, educational conferences, and inter-circuit assignments.

### **Minimum Qualifications**

- Standing within the upper third of the law school class, from an ABA accredited law school
- Bar membership
- A member of law review and, or moot court
- Possess superior analytical ability and strong research and writing skills
- Proficiency in computer and word processing skills
- Excellent verbal, written, and interpersonal skills
- A strong team player that can work independently on multiple concurrent projects.
- Must be highly organized and capable of managing a variety of legal and administrative tasks in an efficient manner.
- Exceptional integrity and professionalism, including a high degree of attention to work product, ethics, attitude, demeanor and ability to maintain confidentiality of matters before the Court.

### **Preferred Qualifications**

- Minimum two years post-law school employment
- Prior clerkship experience

### **Benefits:**

The Court is part of the Judicial Branch of the United States Government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations and are considered "at-will" employees. Electronic Fund Transfer for payroll deposit is required. Benefits for Term Clerks include health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program and eleven paid holidays per year. Please visit <https://www.uscourts.gov/careers/benefits> to learn more.

### **Conditions of Employment:**

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a background investigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be United States citizens or be eligible to work in the United States.

### **Application Process:**

To apply, please submit a single PDF document to [nicole\\_loveless@ilcd.uscourts.gov](mailto:nicole_loveless@ilcd.uscourts.gov) containing (1) a letter of interest; (2) your resume; (3) a self-edited writing sample (not to exceed 10 pages); (4) law school transcript (if graduated within 5 years of application); and (5) an application for judicial branch employment (AO 78), available on-line at [www.ilcd.uscourts.gov/employment](http://www.ilcd.uscourts.gov/employment).

Application materials must be received by the close of business May 15, 2024. The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. All applications will be considered when they are received. Selected interviews will be scheduled until the position is filled. Only candidates selected to be interviewed will be contacted. Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. Promotion potential will be considered without further competition.

**The U.S. District Court, Central District of Illinois, is an Equal Opportunity Employer.**