

United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court



POSITION ANNOUNCEMENT

Position:	Pro Se Law Clerk
Announcement Number:	2026-02
Position Type:	Full-time, Excepted Service
Position Location:	Peoria, Urbana, Springfield, or Rock Island, Illinois
Starting Date:	To be determined, expected June 2026
Classification Level:	JSP 12-14

*Starting salary will depend upon the education, background, and prior work experience of the applicant.
Promotion to the next grade level will be at the discretion of the Chief Judge.*

Opening Date: February 4, 2026 Closing Date: March 2, 2026

The U.S. District Court for the Central District of Illinois is accepting applications for the position of Pro Se Law Clerk, reporting directly to the Chief District Judge and the Supervisory Pro Se Law Clerk. The Pro Se Law Clerk works directly with Judges throughout the Central District to manage prisoner petitions and complaints.

Representative Duties:

- Performs substantive screening after filing of prisoner and inmate petitions and motions, including civil rights complaints. Performs research and appropriate recommendations, memoranda, and orders for the presiding Judge's signature throughout the pendency of the case, as well as other case work as needed to assist the workload of the Court, including assisting with trials and court hearings.

- Maintains liaison between the Court and litigants. Corresponds with other officials and counsel as necessary.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions and pleadings. Reviews the docket of pending prisoner litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, which reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office and other officials.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.
- Provides information, guidance and advice to judges, magistrates and other personnel working in the pro se area. Advises appropriate personnel on the status of cases.
- Performs other duties as assigned by the district judge or judges.

Qualifications:

- Degree from a law school of recognized standing.
- Bar membership is required.
- A minimum of two years of legal work experience is required to qualify at a Grade 12, a minimum of three years of legal work experience is required to qualify at a Grade 13 and a minimum of four years of legal work experience is required to qualify at a Grade 14. Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school.
- Exceptional oral, written, and interpersonal skills.
- Exceptional research skills.
- Proficiency in Microsoft Word, Westlaw/Lexis, and computer skills.
- Strong organizational and workload management skills.
- Ability to quickly and efficiently handle a large volume of cases and motions.

Benefits:

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and eleven paid holidays per year.

Conditions of Employment:

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. Direct deposit of payroll checks is mandatory.

How to Apply:

Qualified candidates are invited to submit a letter of interest, resume, writing sample, and an *Application for Judicial Branch Employment*, available online on our website at, <https://www.ilcd.uscourts.gov/employment>. All application materials must be received by the close of business on **Monday, March 2, 2026**.

Application materials should be sent in one pdf attachment to:
joellen_rankin@ilcd.uscourts.gov.

The U.S. District Court, Central District of Illinois 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 action may occur without prior written notice. Interviews may or may not take place. If a participant is asked to interview, the interview process will be at the applicant's own expense. Only those applicants selected for an interview will be contacted. More than one position may be filled from this vacancy and relocation expenses are not authorized for this position. Pro Se Law Clerk positions are subject to available funding, dependent upon annual court filings.

The U.S. District Court is an equal opportunity employer.