LivingstonBarger

Job Title: Law Clerk
Location: Bloomington (On-site)
Job Type: Part-time
Wage: $15-19 per hour

About the Firm

Established in 1920, LivingstonBarger is a premier Central Illinois law firm with a century-long legacy of providing sophisticated legal counsel. Recognized as "Leading Lawyers in Illinois," we are built on a dual foundation of excellence: defending healthcare providers in high-stakes medical malpractice litigation and delivering strategic depth in complex transactional real estate and estate planning. We pride ourselves on a supportive, team-oriented culture focused on mentoring the next generation of exceptional attorneys.

Position Overview

We are seeking a proactive and motivated Law Clerk whose responsibilities will primarily focus on supporting our active litigation team, with occasional support provided to our transactional real estate and estate planning practices. This role balances vital administrative support with hands-on litigation experience. You will handle foundational task management, conduct legal and specialized research, and directly assist attorneys during active court proceedings and discoveries. This is an excellent opportunity to gain real-world exposure to the inner workings of a law practice

Responsibilities

- **Hearing & Deposition Attendance:** Accompany attorneys to court hearings and depositions to observe, take detailed notes, and assist under direct supervision.
- **Courthouse Runner Duties:** Hand-deliver filings, retrieve physical records, and coordinate with court clerks directly at local courthouses.
- **Basic Research:** Conduct fundamental legal research on statutes and case law, as well as specialized medical research to support case evaluations.
- **Administrative Filing:** Organize, scan, and maintain physical and digital case files to ensure seamless database management.

Required Skills & Qualifications

- **Education:** Currently enrolled in an ABA-accredited law school (1L, 2L, or 3L) or a recent graduate looking for practical firm experience.
- **Transportation:** As this role requires regular errands to the courthouse and post office, a valid driver's license and reliable vehicle are required.
- **Professional Demeanor:** Excellent interpersonal and observational skills suitable for formal courtroom and deposition environments.
- **Professional Ethics:** Absolute commitment to client confidentiality and discretion regarding open cases, medical histories, and client identities.

Contact

If you are interested in applying for this position, please email your resume and transcripts to careers@lbbs.com.