

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Law Clerk to U.S. Magistrate Judge
Full-Time, Term Limited

ANNOUNCEMENT #: 18-08

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: JSP 11 - 13, \$66,317 - \$94,520*
* Starting salary depending on law degree, experience and bar membership status

Opens: June 20, 2018

Closes: July 13, 2018

U.S. Magistrate Judge is currently accepting applications for a one year Term Law Clerk position starting in August or September, with the possibility of extension to the term depending on performance and the needs of chambers. Duties will include legal analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned, including clerical tasks.

Minimum Qualifications

At the time of appointment, the candidate must possess the following minimum requirements:

- be a graduate of an ABA accredited law school with excellent academic and professional credentials and/or Law Journal Experience
- possess superior research and writing skills
- be proficient in computer assisted research, Windows and Word
- exhibit strong analytical ability
- demonstrate excellent verbal, written and interpersonal skills

Desirable Qualifications

- Two to four years relevant legal experience received after graduation from law school

Personal Characteristics

The successful candidate is mature, responsible, poised, possesses tact, good judgment, initiative, maintains a professional appearance and demeanor at all times, and is able to work harmoniously with others in a collaborative manner.

Salary Qualifications

To qualify for level JSP Grade 11, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the **equivalent** of one of the above.

Note: Some examples of criteria which are considered to be acceptable as **equivalent** include:

- Publication of a noteworthy article in a law school student publication or other scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
- Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).*

* In order to receive credit, participation and experience could not have been for academic credit.

To qualify for level JSP Grade 12, an individual must have one year of legal work experience after graduation from law school and be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

To qualify for level JSP Grade 13, an individual must possess at least two years of legal work experience after graduation from law school and be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

Note: **Legal work experience** is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours

The U.S. District Court for the District of Massachusetts is open to the public, M - F, 8:30 AM to 5:00 PM. Work hours of the position will be determined by the appointing judge.

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHBP)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Health Care, Dependent Care and Commuter Expense reimbursement accounts)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)

How To Apply

Submit all of the following documents **as one PDF**. (1) a cover letter (2) a current resume, (3) a law school transcript (if not available now, the transcript may be sent separately with an explanation in the cover letter that it will follow), (4) a writing sample not to exceed 10 pages, and (5) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) **by Friday, July 13, 2018 at 5:00 PM** to:

**United States District Court
Attn: Human Resources
Vacancy #18-08
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300 Boston,
MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail Vacancy #18-08, Term Law Clerk**, appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application forms (AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. Please legibly print or type all information. If your application does not provide

all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview. Applicants who do not submit all the requested materials as listed above may lose consideration for this position. The Federal Financial Management Reform Act requires direct deposit of federal wages.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER