



**UNITED STATES DISTRICT COURT  
District of Rhode Island  
POSITION VACANCY ANNOUNCEMENT – October 2019**

**POSITION TITLE:** Term Law Clerk  
**POSITION TYPE:** Regular, Full-Time  
**LOCATION:** U.S. District Court, Providence, Rhode Island  
**SALARY RANGE:** JSP 11/01 - 14/10 (\$69,016 - \$151,115), based on qualifications and experience  
**OPENING DATE:** October 23, 2019  
**CLOSING DATE:** Open until filled, with preference given to applications submitted by December 31, 2019. Applications will be considered on a rolling basis. Position is available in August 2020.

**POSITION SUMMARY:**

The United States District Court for the District of Rhode Island is seeking a term judicial law clerk to United States Magistrate Judge Patricia Sullivan. This law clerk position is for an employment assignment of two years and is available in August 2020 (exact date to be determined). By Judicial Conference policy, a term law clerk may not serve more than four years in the federal system. A law clerk provides legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions, on both civil and criminal cases.

Judge Sullivan's Chambers is extremely busy with civil and criminal cases, as well as with oversight of HOPE Court, the reentry court for the District of Rhode Island. A successful candidate is someone eager to work with our team on these matters. For more details, please see below.

**SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Works closely with Magistrate Judge on all aspects of cases and operations of Chambers.
- Reviews legal submissions, performs legal research and drafts legal documents addressing a wide array of issues arising in civil and criminal litigation.
- Works with Interagency Team (U.S. Attorney, U.S. Probation and Federal Defender) on legal and other issues related to operation of HOPE Court, the reentry court for the District of Rhode Island.
- Supervises interns working in Chambers and monitors recent decisions and developments in various areas of law.
- Assists with case management through the Case Management/Electronic Case Filing (CM/ECF) system.
- Performs administrative functions such as editing, proofreading, telephone communications, written correspondence and scheduling.

**MINIMUM QUALIFICATIONS:**

To qualify for the position of law clerk on the personal staff of a federal judge, an applicant 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;
- Demonstrated proficiency in legal studies which, in the opinion of the judge, is the equivalent of one of the above.

In addition to intellectual strength (including strong writing, analytical and research skills), this position requires superb organizational, people and time management skills with the ability to juggle many

changing priorities and demands. The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and able to maintain confidentiality; be proactive and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. Candidates must also have exceptional ability to communicate, articulate, relate to coworkers and others with professionalism and integrity, and experience with LEXIS and WestLaw.

**PREFERRED QUALIFICATIONS:**

Post-graduate experience in actual litigation is preferred, as well as previous clerkship experience at federal and/or state level. Familiarity with the federal judicial system's electronic case filing system.

**ADDITIONAL INFORMATION:**

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background check (including references, criminal history, and credit history) as a condition of employment. The person selected for this position will also be required to submit fingerprints for an FBI background check.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

**HOW TO APPLY:**

Applicants must submit an application, law grade sheet, resume, three (3) professional references, a letter of recommendation, and a recent writing sample by December 31, 2019.

Our application and benefits information can be found on our web site at:

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

**(Incomplete application packets will not be considered.)**

Mail, email\* or hand-deliver **your application materials** to:

U.S. District Court  
Attn: Human Resources, #19-05  
One Exchange Terrace  
Providence, RI 02903-1779  
[HR@rid.uscourts.gov](mailto:HR@rid.uscourts.gov)

\*Please include #19-05 in the subject line of your email. All documents should be in Adobe PDF format.\*

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**