



**UNITED STATES DISTRICT COURT
District of Rhode Island
POSITION VACANCY ANNOUNCEMENT – September 2022**

POSITION TITLE: Term Law Clerk
POSITION TYPE: Regular, Full-Time
LOCATION: U.S. District Court, Providence, Rhode Island

SALARY RANGE: JSP 11/01 - 13/01 (\$72,129 - \$105,564), based on qualifications and experience

OPENING DATE: September 12, 2022

CLOSING DATE: Open until filled. Position is available October 2022.

POSITION SUMMARY:

The United States District Court for the District of Rhode Island is seeking a term judicial law clerk for the Chambers of United States Magistrate Judge Patricia Sullivan. This law clerk position will be available in early October 2022 (exact date to be determined). By Judicial Conference policy, a term law clerk may not serve more than four years in the federal system.

This position combines the duties of a term law clerk with administrative responsibilities for a busy Magistrate Judge Chambers. The duties include researching, drafting and writing decisions; attendance and note-taking during hearings and drafting post-hearing orders; management of pipeline of pending cases; participating in and managing (including scheduling) court-annexed mediations; communicating with attorneys regarding pending matters; compliance with administrative requirements of clerk's office and Administrative Office; and other duties as designated by the Magistrate Judge.

In Judge Sullivan's Chambers, staff deal 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.

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.
- 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.

The position requires good writing and legal skills, strict attention to detail as well as strong interpersonal and organizational skills.

The successful candidate must possess integrity, 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.

PREFERRED QUALIFICATIONS:

Prior legal experience is preferred but not essential. Background in Social Security disability law would be helpful, but not required. Familiarity with the federal judicial system's electronic case filing system and with LEXIS and WestLaw are preferred.

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 school transcript, resume, writing sample (no more than ten pages) and three professional references. Applications will be reviewed on a rolling basis and those received by October 7, 2022, will be given priority.

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.)

Email **your application materials** to:

HR@rid.uscourts.gov

Please include #22-01 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