**UNITED STATES DISTRICT COURT**
**District of Rhode Island**
**One Exchange Terrace**
**Providence, RI 02903**

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| **Announcement:** | **26-07** |
| **Position Title:** | **Temporary Law Clerk** |
| **Position Type:** | **Full Time- Temporary from present through September 30, 2027** |
| **Salary:** | **JSP 11/1 $84,579 annually (regardless of experience)** |
| **Opening Date:** | **Immediately** |
| **Closing Date:** | **Open until filled** |
| **Location:** | **U.S. District Court, One Exchange Terrace, Providence, RI** |

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## Position Overview

The United States District Court for the District of Rhode Island is seeking a temporary term judicial law clerk to support three United States District Court Judges. This position is for an employment assignment beginning immediately through September 30, 2027. There is a possibility that this position will be extended for an additional one-year term.

## Representative Duties

**This position is for lawyers and graduating law students who have excellent skills in legal research, analysis, and writing.** The law clerk has full responsibility for assigned civil and criminal cases. The law clerk reviews complaints for jurisdiction, drafts proposed orders, conducts legal research, manages a civil docket, assists with and attends court proceedings, acts as a legal advisor on pending litigation, prepares orders, makes recommendations based on the law, and performs other duties as assigned. Other duties will include administrative duties such as handling the chambers' calendar, answering the phone, and greeting visitors. There is daily interaction with the Judge and the other law clerks concerning legal and court-related issues.

## 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 the following attributes:

- Standing within the top 15% 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
- Excellent writing and analytical skills
- Law Journal experience
- Familiarity with the federal judicial system's electronic case filing system preferred

The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be proactive self-starter 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. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time.

**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**

Qualified applicants should submit an original:

- Cover letter
- Resume
- Recent writing sample
- References
- Completed Application for Judicial Employment, form AO-78 (available at http://www.uscourts.gov/forms/AO078.pdf);

Email* **your application materials** to:

HR@rid.uscourts.gov

*Please include "Temporary Law Clerk 26-07" 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**