

**UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT**

**Term Law Clerk/Personal Assistant**

**Job Announcement:** #20-5

**Position Type:** Full-time, Term

**Location:** Providence, RI

**Salary:** JSP 11 - 14 (\$69,016 - \$151,115) per annum  
Depending on qualifications and experience

**Closing Date:** December 20, 2019

**Organization:** The United States Court of Appeals for the First Circuit seeks applications for the position of Term Law Clerk/Personal Assistant to a United States Circuit Judge stationed in Providence, RI. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel.

**Job Summary:** The position is a three-year term position, with a maximum duration of 4 years. The incumbent will be responsible for reading legal materials and case-related items to a visually impaired judicial officer. The incumbent will also provide traditional law clerk responsibilities and perform various duties related to the administration of chambers. Occasional travel with the judge may be required.

**Duties and  
Responsibilities:**

Representative duties include, but are not limited to:

- Reading aloud to the judicial officer from briefs, memoranda, newspapers, emails, general correspondence, and other legal materials in connection with preparation for oral arguments and opinion writing;
- Preparing materials for review by the judicial officer by reading and summarizing;
- Providing legal support to the judge by conducting legal research and drafting legal documents, such as orders, memoranda, and draft opinions;
- Proofreading documents for accuracy and performing cite checks;
- Assisting the judicial officer in preparing materials for meetings, conferences, and court proceedings;
- Assisting with administrative and organizational tasks in chambers as directed by the judicial officer;
- Receiving, screening, prioritizing, and routing incoming emails, postal mail, and case materials to appropriate recipients;
- Performing other duties as assigned.

**Qualifications:** To qualify, applicants must have a Juris Doctor (JD) degree from an ABA accredited law school. Excellent academic credentials and superior analytical, research, and writing skills are required. The successful candidate must comply with ethical obligations imposed on employees of the Federal Judiciary, including the requirement to maintain confidentiality of all matters before the Court.

In addition to the minimum qualifications, any of the following may enhance a candidate's suitability for the position: graduation in the top 15% of law school class, prior experience on the editorial board of a law review or journal, and/or completion of a prior judicial clerkship or internship.

Compensation will be set based on the experience and qualifications of the successful candidate, subject the guidelines set forth in the *Guide to Judiciary Policy*.

**Benefits:** Benefits for a term position in the Federal Judiciary include health insurance, life insurance, dental and vision insurance, and flexible spending accounts.

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:** Submit the following documents: (1) cover letter, (2) resume, (3) writing sample, and (4) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) to:

Andrew Burke, Human Resources Administrator  
Office of the Circuit Executive  
U.S. Court of Appeals for the First Circuit  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3700  
Boston, MA 02210

Applications will also be accepted via email, **in pdf format only**, to: [ojobs@ca1.uscourts.gov](mailto:ojobs@ca1.uscourts.gov)

The application form (AO-78) is available at: <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be considered.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All Court employees are required to adhere to a Code of Conduct. All Court employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**