

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY #2025-01: ONE-YEAR TERM LAW CLERK
TO THE HONORABLE JANET E. BOSTWICK**

Position Title: Law Clerk to U.S. Bankruptcy Judge

Position Type: Full-Time Term Limited, Excepted Service

Application Opening Date: January 7, 2025

Application Closing Date: Open until filled; preference given to applications received by January 31, 2025

Location: Boston, Massachusetts

Term of Employment: One-year term to commence as soon as available

Starting Annual Salary Range: \$83,742 – \$119,355 (JSP 11/1 – 13/1), depending upon qualifications, experience, and bar membership status

General Job Description: Judge Bostwick is seeking a term law clerk to commence work as soon as available. The term law clerk will be responsible for handling daily matters in the Chambers workload, including reviewing motions and other pleadings, preparing draft orders, and assisting with hearing preparation and scheduling. Duties will include conducting independent legal research and analysis and preparing memoranda as may be needed. In addition to working directly with the judge on various matters, the law clerk will work closely with the career law clerk who will supervise their work as appropriate, with the goal of increasing independence, responsibilities, and opportunities based on performance. The law clerk will also work with other members of Chambers and the Clerk's Office on matters affecting case administration and perform other duties as may be assigned. A portion of the law clerk's time will be spent observing courtroom proceedings and performing certain administrative functions. The position will require the individual to work in person in Boston on a regular basis.

Minimum Qualifications: The applicant must be a law school graduate with academic standing in the upper third of their class or have otherwise demonstrated superior research and writing skills and legal acumen. Applicants must demonstrate an ability to learn quickly and manage workload efficiently and independently. The applicant must be proficient in computer-assisted research and the use of Microsoft Word, as well as familiar with Adobe Acrobat, Microsoft Excel and Microsoft Outlook. Excellent verbal, written, and interpersonal skills are important. Maturity, judgment, and discretion are required.

The following experience is strongly preferred:

- Bankruptcy law coursework in law school.
- At least one year of post-law school legal experience (clerkship or legal practice), preferably in bankruptcy or a comparable practice area.
- Familiarity with case management/electronic case filing (CM/ECF) and the Chambers Automation Program (CHAP) Workflow and Calendar functionalities.

Employees are hired provisionally pending the results of a completed background investigation. At the time of appointment, the applicant must be a U.S. Citizen or be authorized to work in the United States.

Benefits: A generous benefits package is available and includes the following:

- Eleven (11) paid federal holidays
- Health benefits under the Federal Employees' Health Benefits Program (FEHBP)
- Dental and Vision insurance options under the Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts

How to Apply: Applications must include a cover letter, current resume, and at least one writing sample. Candidates may apply for this position through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>. Alternatively, applicants may submit an application by email to Arielle B. Adler, Law Clerk to the Honorable Janet E. Bostwick, at arielle_adler@mab.uscourts.gov.

Further Information for Applicants:

- Employees of the United States Bankruptcy Court serve on an “at will” basis and are required to adhere to a Code of Conduct, a copy of which is available upon request.
- Applicants who proceed further through the application process may be requested to provide additional information, including references and/or an unofficial law school transcript.
- The United States Bankruptcy Court is an Equal Opportunity Employer. Please see the following webpage for further information: <https://www.mab.uscourts.gov/employment>.
- 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 any listed closing date, without any prior written notice.