

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY #2025-02: TWO-YEAR SENIOR LAW CLERK  
TO THE HONORABLE JANET E. BOSTWICK**

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

**Position Type:** Full-time Term Limited, Excepted Service

**Application Opening Date:** January 29, 2025

**Application Closing Date:** Open until filled; preference given to applications received by February 28, 2025

**Location:** Boston, Massachusetts (in person)

**Term of Employment:** Two-Year Term to begin approximately September 30, 2025, potential for extension

**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 senior law clerk to assist the Judge with the matters before the Court, to manage chambers workflow and to manage other chambers staff. The initial term is two years, with the potential for extension. The senior law clerk is responsible for day-to-day management of the Court's workload, including reviewing motions, preparing draft orders, and supervising and training the term law clerk and interns as appropriate. The senior law clerk will confer with the Judge regularly to discuss case issues and chambers management. Duties will also include assisting with hearing preparation and scheduling, conducting independent legal research and analysis, and assisting in drafting opinions. In addition, the senior law clerk may work on other matters affecting case administration or chambers management and perform administrative functions. The position will require the individual to work in person in Boston on a regular basis.

**Minimum Qualifications:** For this position, the applicant must have a minimum of two years of post-law school legal experience (clerkship or legal practice), preferably in bankruptcy. The applicant must be a law school graduate with academic standing in the upper third of the class or have other demonstrated proof of superior research and writing skills and legal acumen. Additionally, the applicant must be proficient in computer-assisted research and Microsoft Word. It is preferred that applicants have taken bankruptcy law in law school or have experience in the bankruptcy field or comparable practice areas. Familiarity with case management/electronic case filing (CM/ECF) and the Chambers Automation Program (CHAP) Workflow and Calendar functionalities is also preferred. The applicant must be able to demonstrate an ability to work independently and to manage document workflow quickly and efficiently. The applicant must have excellent verbal, written, and interpersonal skills. Maturity,

judgment, and discretion are required.

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](mailto: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.