

## **Beyond Clerkships - Exploring Career Opportunities in the Judiciary**

Friday, April 19, 2024

10:30–11:45 am

We all know that law school graduates work for courts in a wide array of positions, not just as clerks and judges. What are those jobs really like? What are their advantages and challenges? How can we find job descriptions and postings? What can we do to help our job seekers land those positions? Lawyers and a recruiting professional with the federal and state court systems will share their personal stories as well as concrete information and resources.

*Rochelle McCain*, Director, Judicial Clerkships, Yale Law School

*Meredith Shih*, Special Assistant to Chief Justice Kimberly, Massachusetts Supreme Judicial Court

*Laura Simon*, Chief, Recruitment Services Branch, Administrative Office of the United States Courts

*Susan Goldberg*, Circuit Executive, United States Court of Appeals for the First Circuit

**For access to the PowerPoint for this session, scan or click the QR code below:**



## Legal Careers

From providing the court with procedural and substantive legal advice to enforcing the United States Constitution's Sixth Amendment right to counsel by representing those charged with a crime who cannot afford an attorney, the federal Judiciary offers diverse and rewarding opportunities for new and experienced attorneys.

*Careers: law clerk, staff attorney, federal public defender, attorney advisor, in-house counsel at the Administrative Office, and more.*

## Financial Careers

Finance professionals manage Judiciary resources to keep the courts operational and make sure financial and procurement needs are met. They oversee the day-to-day accounting, financial, budget, and procurement functions of the court.

*Careers: budget officer or analyst, contracts specialist, accountant, and more.*

## U.S. Probation & Pretrial Services Careers

U.S. probation and pretrial services offices across the country assist the courts in the fair administration of justice, promote community safety, and make a difference in the lives they serve. As the eyes and ears of the federal courts, probation and pretrial services officers conduct investigations and supervise individuals in the community who have been released from prison, placed on probation, or released on bail by the court.

*Careers: probation officer, pretrial services officer, officer assistant, and more.*

## Court Administration Careers

Court administration and services professionals support the federal courts in the day-to-day business of justice. They are the "face" and leaders of court program services and are devoted to upholding the court's mission of equal justice under law.

*Careers: court unit executive, case administrator, courtroom deputy, interpreter, court reporter, jury administrator, and more.*

## Technology Careers

From securing our information systems to software development and technical support, technology is an essential function in the daily operations of the federal Judiciary. Our information technology and cybersecurity professionals ensure that our systems remain safe and optimized.

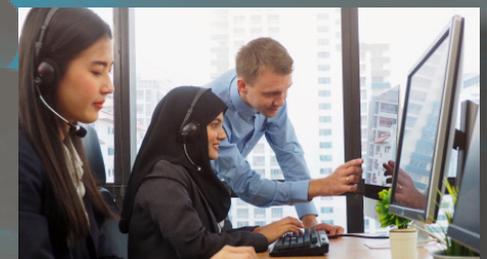
*Careers: cybersecurity and information technology officer, programmer, systems analyst administrator, network administrator, and more.*

## Program Management and Support Careers

Program management and support professionals use their specialized skills to help the federal Judiciary run more efficiently. They contribute to national initiatives by providing strategic hands-on support to court staff, address the recruitment and hiring needs of the Judiciary, develop policies, perform statistical analysis, and ensure the courthouses are operational and secure.

*Careers: human resources, management analyst, facilities management and security, and more.*

**Benefits:** The federal Judiciary offers a very competitive total compensation package that includes health care, financial security, career development, and work-life flexibilities.





## WHAT WE DO

The federal courts have jurisdiction over cases involving:

- The United States government;
- The Constitution or federal laws; and
- Controversies between states, citizens of different states, or the United States government and foreign governments.

Court of appeals judges, district court judges, magistrate, and bankruptcy judges work to ensure equal justice under the law.

- Article III of the Constitution governs the appointment of court of appeals judges and district judges, who are nominated by the president and confirmed by the U.S. Senate.
- Bankruptcy judges are judicial officers appointed by the U.S. Court of Appeals for the district where they preside exclusively over bankruptcy proceedings and cases.
- Magistrate judges are judicial officers of the district court appointed by the district judges of the court to handle a variety of judicial proceedings.



## WHO WE ARE

The U.S. Courts are composed of 13 circuits and 94 districts across the country, including:

- Appellate courts,
- District courts,
- Bankruptcy courts,
- Courts of special jurisdiction,
- Probation and Pretrial Services offices,
- Federal Defenders' offices, and
- The Administrative Office of the U.S. Courts.



Follow us:  
<https://www.linkedin.com/company/us-courts>



Join our workforce:  
[uscourts.gov/careers](https://uscourts.gov/careers)

## THE UNITED STATES COURTS

# Careers in the Federal Courts



## JUSTICE • SERVICE • YOU



UNITED STATES COURTS

## Law Clerks and Staff Attorneys

Law clerks and staff attorneys provide the court with procedural and substantive legal advice regarding the disposition and completion of cases. Their research and recommendations are essential in assisting the court with resolving legal arguments and deciding cases expeditiously. Their work includes:

- Reviewing case records and filings;
- Performing research;
- Conducting legal analysis; and
- Providing objective advice to judges, chambers, and court staff.

The federal Judiciary hires law clerks and staff attorneys with term, temporary, and permanent appointments. Each of the 13 U.S. courts of appeals has a staff attorney office where they employ staff attorneys working on behalf of the judges of the court. Law clerks are employed by the court and work in a judge's individual chambers. Law clerks and staff attorneys must be graduates of law schools, in good standing and possess other qualifications as specified by employing judges and courts.

## Assistant Federal Public Defenders

Under the United States Constitution, Sixth Amendment right to counsel, assistant federal public defenders represent individuals charged with federal crimes who cannot afford legal representation. More than 80 federal defender organizations located in every state employ the assistants according to the Criminal Justice Act. They are court appointed and their duties include:

- Establishing meaningful attorney-client relationships;
- Representing clients at various stages of the court process;
- Researching case law;
- Directing the defense investigation of alleged offenses; and
- Determining trial strategies and defense approaches that affect jury selection, opening statements and closing arguments, client testimony and cross-examination of witnesses.

Requirements for the assistant federal public defender position include a law school degree and admission and good standing before the federal bar, combined with state bar admission and good standing.

## Attorney Advisors and Assistant General Counsel

The federal Judiciary employs legal professionals to support individual courts and the Administrative Office of the U.S. Courts in its mission of providing service to the courts and public in the administration of justice. These attorneys perform research and provide guidance to the judiciary in many areas, including:

- Court program services,
- Criminal law,
- Policy making,
- Employment matters, and more.

*The federal Judiciary provides diverse and rewarding careers for new and experienced attorneys, from law clerks to staff attorneys to federal public defenders to in-house counsel at the Administrative Office of the U.S. Courts.*





## WHAT WE DO

The federal courts have jurisdiction over cases involving:

- The United States government;
- The Constitution or federal laws; and
- Controversies between states, citizens of different states, or the United States government and foreign governments.

Court of appeals judges, district court judges, magistrate, and bankruptcy judges work to ensure equal justice under the law.

- Article III of the Constitution governs the appointment of court of appeals judges and district judges, who are nominated by the president and confirmed by the U.S. Senate.
- Bankruptcy judges are judicial officers appointed by the U.S. Court of Appeals for the district where they preside exclusively over bankruptcy proceedings and cases.
- Magistrate judges are judicial officers of the district court appointed by the district judges of the court to handle a variety of judicial proceedings.



## WHO WE ARE

The U.S. Courts are composed of 13 circuits and 94 districts across the country, including:

- Appellate courts,
- District courts,
- Bankruptcy courts,
- Courts of special jurisdiction,
- Probation and Pretrial Services offices,
- Federal Defenders' offices, and
- The Administrative Office of the U.S. Courts.



Follow us:  
<https://www.linkedin.com/company/us-courts>



Join our workforce:  
[uscourts.gov/careers](https://uscourts.gov/careers)



Find opportunities:  
[oscar.uscourts.gov](https://oscar.uscourts.gov)

## THE UNITED STATES COURTS

# Legal Careers in the Federal Courts



## JUSTICE • SERVICE • YOU



UNITED STATES COURTS

## U.S. Pretrial Services

Pretrial services officers work with defendants “pre-trial”, after they are charged with federal crimes and awaiting trial.

### Bail Investigations

Pretrial services officers conduct bail investigations on individuals charged with federal crimes to assist federal judges in making decisions about release or detention. Bail investigation reports provide information about the defendant and identify resources or services the defendant may need if released to the community.

### Pretrial Supervision

Pretrial services officers supervise defendants released to the community. Pretrial supervision aims to promote public safety while helping to ensure defendants return to court and abide by court ordered conditions of release.

## U.S. Probation

Probation officers work with individuals “post-conviction,” after they are found guilty of a federal crime, and after they are released from prison.

### Presentence Investigations

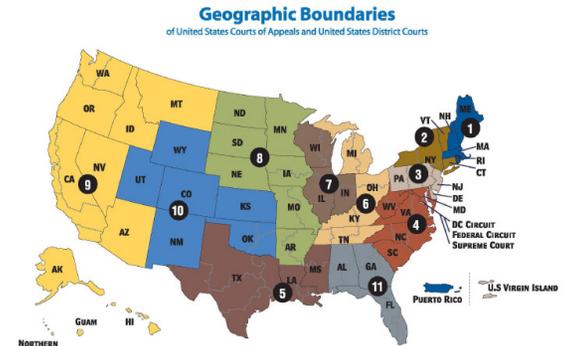
Probation officers conduct presentence investigations as ordered by the court. During the presentence investigation, officers gather information about the defendant’s background, including family, education, finances, physical and mental health, and substance use history. They also gather criminal history information and verify information through collateral interviews to ensure federal judges are provided a full and accurate presentence report prior to sentencing.

### Post-Conviction Supervision

Probation officers supervise individuals released to the community on a term of probation, parole, or supervised release. Post-conviction supervision promotes public safety and lawful self-management by supporting people on supervision to make positive changes in their lives.

## Officer Assistant

Officer assistants help probation and pretrial services officers carry out investigation and supervision duties, providing assistance and technical support in a wide range of areas. They gather information, prepare reports, and draft correspondence related to cases. Officer assistants may also assist with supervision of low-risk cases, performing some of the same duties as officers, only under close supervision.



*Probation and Pretrial Services officers and officer assistants work in every state and U.S. territory.*





## WHAT WE DO

U.S. probation and pretrial services officers make a positive difference in the communities they serve and are responsible for pretrial services, presentence investigations, and post-conviction supervision for the federal Judiciary.

Officers are the “eyes and ears” of the federal courts - they accomplish their mission by:

- Conducting impartial investigations,
- Making data informed decisions and recommendations, and
- Using evidence-based practices to inform supervision strategies and promote public safety.

Officers receive superior training and education throughout their careers at the Federal Probation and Pretrial Services Academy located in Charleston, SC.

## WHO WE ARE

The U.S. Probation and Pretrial Services system is decentralized and comprised of a diverse workforce that serves 94 federal districts.



Follow us:  
<https://www.linkedin.com/company/us-courts>



## MISSION

The mission of U.S. Probation and Pretrial Services system is to assist the federal courts in the fair administration of justice, protect the community, and bring about long-term positive change in individuals under supervision.

### Charter for Excellence

“We, the members of Probation and Pretrial Services of the United States Courts, are a national system with shared professional identity, goals, and values. We facilitate the fair administration of justice and provide continuity of services throughout the judicial process. We are outcome driven and strive to make our communities safer and to make a positive difference in the lives of those we serve. We achieve success through interdependence, collaboration, and local innovation. We are committed to excellence as a system and to the principles embodied in this Charter.”



Learn more at:  
[https://www.uscourts.gov/sites/default/files/charter\\_for\\_excellence.pdf](https://www.uscourts.gov/sites/default/files/charter_for_excellence.pdf)



Join our workforce:  
[uscourts.gov/careers/who-works-judiciary-probation-pretrial-services-careers](https://www.uscourts.gov/careers/who-works-judiciary-probation-pretrial-services-careers)



Visit us at:  
[linkedin.com/company/uscourts-probation-pretrial/](https://www.linkedin.com/company/uscourts-probation-pretrial/)

THE UNITED STATES COURTS

# U.S. Probation & Pretrial Services Careers



JUSTICE • SERVICE • YOU

