

Supreme Judicial Court Job Opportunity - Assistant Deputy Reporter of Decisions

The application period opens on February 12, 2024. This position will remain open until filled.

SUPREME JUDICIAL COURT MISSION STATEMENT:

To promote the rule of law and foster public trust by leading an independent judiciary that assures every person equal access to the fair, timely, and impartial resolution of disputes in courts managed with efficiency and professionalism.

POSITION SUMMARY:

The Assistant Deputy Reporter of Decisions supplies detailed support for all technical functions associated with the preparation and publication of decisions of the Massachusetts Supreme Judicial Court (SJC) and Massachusetts Appeals Court to form a published body of decisional law. The Assistant Deputy Reporter also aids in the editorial work of the office and otherwise aids the Reporter of Decisions in the discharge of his or her statutory duties.

MAJOR DUTIES:

- Assists the Reporter in preparing decisions of the SJC and the Appeals Court for official publication, with emphasis on intake of cases for initial and final editing; formatting of decisions (including identifying and correcting errors)
- Prepares indexes, tables of cases, further appellate review orders, rules, memorials, and lists of decisions pursuant to Appeals Court rule 23.0 for print and online publication
- Prepares memorandums and orders of the Appeals Court for posting to the Reporter's website
- Performs all administrative functions of the office of the Reporter of Decisions, including records management and accounting functions
- Posts content daily to the website and social media and ensures the accuracy of such content through editing and proofreading, including maintaining a table of revisions to published opinions

- Maintains a database of e-mail subscribers and performs daily e-mail and online notifications of daily releases
- Reviews the quality of all components of the website to ensure proper functioning
- Interacts with the staff of the private contractor that maintains the website
- Responds to queries received from the public, including users of the website
- Expands the internal electronic database of the opinions of the SJC
- With tutelage and direction from the Deputy and Associate Deputy Reporters as needed, the Assistant Deputy Reporter of Decisions performs editorial and technical review of judicial opinions in preparation for publication, including drafting the headnote that accompanies each reported full opinion and that explains, for professional readers, each point of law treated by the court

SUPERVISION RECEIVED:

Receives supervision from the Reporter and the Deputy and Associate Deputy Reporters.

REQUIREMENTS:

- J.D. degree from an accredited university
- Membership in the Massachusetts Bar, or admission to the bar of another state and commitment to becoming a member of the Massachusetts Bar within a reasonable time
- Experience analyzing, writing, and editing legal documents
- At least three (3) years of experience in the practice of law preferred
- Experience with application of information technology systems to the editorial process, including ability to use a variety of word processing applications and a basic knowledge of document management, typography, proofreading, layout, and document formatting, as well as a familiarity with conversion of print documents into electronic versions for online publication
- Ability to use web content management software (e.g., Percussion, Drupal) and e-mail marketing software (e.g., Constant Contact)
- Familiarity with Massachusetts civil, criminal, and appellate procedure

Demonstrate ability to:

- Devote meticulous attention to matters of technical legal detail
- Work independently, collaboratively, and in complete confidentiality
- Communicate effectively, both orally and in writing
- Develop and maintain effective professional working relationships

RESIDENCY REQUIREMENT:

By statute, only persons who are residents of the Commonwealth of Massachusetts may serve as employees of the judicial branch.

SALARY:

This position is grade Management, with a salary range of \$90,469.28 (Step 1) to \$133,483.56 (Step 8). New hires typically start at step 1.

OTHER NOTES:

This posting is for a position located at the John Adams Courthouse in Boston, MA, although the Supreme Judicial Court has a remote work policy under which employees may be allowed to work remotely for part of their weekly schedule.

Employees of the Supreme Judicial Court are prohibited from engaging directly or indirectly in the practice of law, unless they are acting within the scope of their employment or acting pro se.

APPLICATION REQUIREMENTS:

Each candidate must submit the following: (1) cover letter; (2) current resume; and (3) a completed SJC Employment Application and Addendum.

Applications for employment and the addendum to the application are available online at <https://www.mass.gov/doc/supreme-judicial-court-application-for-employment-with-addendum>.

All materials should be submitted by e-mail to Blanca Tosado at blanca.tosado@jud.state.ma.us.

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