

Supreme Judicial Court Job Opportunity – Reporter of Decisions

Posting Date: August 22, 2023

Closing Date: Open until filled, but candidate assessment to begin on September 12, 2023

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 Reporter of Decisions oversees 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 SJC seeks an individual with excellent legal editing and writing skills, as well as personnel and project management experience, to serve in this statutory position. See G. L. c. 221, §§ 63-68.

MAJOR DUTIES:

Plans, organizes, and directs the analysis, editing, and publication of all decisions and other materials of the two appellate courts for daily, weekly, and final release

Performs editorial and technical review of judicial opinions in preparation for publication, including drafting the headnote that accompanies each reported full opinion and explains, for professional readers, each point of law treated by the court

Advises the SJC and Appeals Court on proper citation style for all court opinions and oversees the maintenance and updating of the style manual for the court

Consults with the author of an opinion on questions of legal or editorial concerns and responds to technical inquiries from judges and other appellate court personnel

Periodically advertises for bids for the execution of the printing and binding of the Massachusetts Reports and the Massachusetts Appeals Court Reports; negotiates and awards the contract to such bidder as the interests of the Commonwealth may require

Establishes and monitors office procedures for the furnishing and revising of manuscripts to the private publishing contractor; supervises the contractor's performance of its contractual obligations, including editing, marketing, sales, inventory, customer relations, and payment of royalties

Recruits, hires, trains, and supervises attorneys comprising the staff of the office of the Reporter of Decisions

Plans, organizes, and directs the posting of content to the portion of the court's website dedicated to the office of the Reporter of Decisions

Develops internal policies and written procedures for the office of the Reporter of Decisions

Performs other duties as required, including compilation of lists of cases for consideration at consultations and oversight of the Thorndike library collection of print legal resources and the SJC's electronic legal research contracts

SUPERVISION:

The Reporter of Decisions is appointed by and serves at the pleasure of the Justices of the SJC, see G. L. c. 221, § 63, and also reports to the SJC's Executive Director.

POSITION 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

At least ten (10) years of experience analyzing, writing, and editing legal documents

At least (5) years of experience in the practice of law preferred

Demonstrated experience in personnel and project management

Experience with application of information technology systems to the editorial process, including ability to use a variety of word processing applications and a thorough 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

Demonstrated 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

Familiarity with Massachusetts civil, criminal, and appellate procedure

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 Executive Management, with a salary range of \$136,980.29 (step 1) to \$194,099.85 (step 8).

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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The Supreme Judicial Court is an Affirmative Action/Equal Opportunity Employer.