

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

**CASE MANAGER
CL 25**

JOB ANNOUNCEMENT: 04-06

STARTING SALARY RANGE: \$34,140 - \$42,320, depending on qualifications

TYPE OF APPOINTMENT: Full time, permanent

REQUIREMENTS: Candidates must have a minimum of 2 years' experience in a legal setting; familiarity with the appellate process and the Federal Rules of Appellate Procedure preferred. Candidates must be computer literate, with experience in Windows 2000 and WordPerfect 9. Ability to enter high volume of complex data accurately is critical. Strong communication and organizational skills and the ability to adhere to stringent deadlines essential. College degree preferred.

RESPONSIBILITIES: Duties include reviewing legal documents received in a variety of case types, including civil, criminal and administrative matters; preparing case opening documents and transmitting to appropriate parties; managing cases, including maintaining official docket, entering appropriate data into automated case management system and responding to inquiries regarding procedures and the status of cases.

APPLICATIONS ACCEPTED: September 22 - October 8, 2004

SEND COVER LETTER AND RESUME TO:

Donna Richmond, Executive Assistant
Clerk's Office
U.S. Court of Appeals - First Circuit
John Joseph Moakley U.S. Courthouse, Suite 2500
Boston, MA 02210

Employees of the Court of Appeals are Excepted Service Appointments.
Employees are considered at-will and are not covered by
federal civil service classifications or regulations.

EQUAL OPPORTUNITY EMPLOYER