

*United States Court of Appeals
for the First Circuit*

**CLERK OF COURT
POSITION ANNOUNCEMENT**

Position Overview: The Court of Appeals for the First Circuit seeks applications from qualified persons for the position of Clerk of Court. The Clerk is appointed by the Court of Appeals and reports to its chief judge. The Clerk serves at the pleasure of the Court of Appeals. The responsibilities of the position include but are not limited to the following:

- Conduct of the business of the office of the Clerk of Court, including case management, manual and electronic records maintenance, management of court calendars and sittings, statistical reporting, special studies, opinion publication and circulation, and oversight of case management and electronic case filing systems.
- Management of the clerk's office staff, including hiring, supervision, training and promotion of employees.
- Establishment and continuing maintenance of relationships with the clerks of the district courts of the circuit and with the practicing bar and governmental agencies having business before the court.
- As delegated by the court under local rules or procedures, disposition of motions filed in cases before the court and determination of cost disputes as they arise.
- Interpretation of the Federal Rules of Appellate Procedure and the rules and procedures of the court and implementation and explanation of same to counsel and the public.
- As requested, consultation with and recommendation to the court on matters affecting the court's business.
- Participation in planning the annual court budget and forecasting personnel needs.
- Work in coordination with the other unit executives of the court.

Requirements: Successful candidates should have a minimum of ten years of progressively responsible experience, including at least three years in a position of substantial responsibility which provide preparation for the duties outlined above. Experience in federal court administration is preferable. A J.D. degree is strongly preferred. At the discretion of the court, the experience of an attorney in the practice of law may substitute for administrative or management experience on a year-to-year basis. Successful candidates must also demonstrate strong analytical, communication, and interpersonal skills, and experience with automated systems is highly useful. The appointment is provisional and contingent upon the satisfactory completion of a background investigation.

Depending on qualifications, the Clerk of Court may receive a salary starting at \$163,913. The duty station is Boston, Massachusetts. Applicants should send two copies of a resume and cover letter to Susan Goldberg, Deputy Circuit Executive, John Joseph Moakley United States Courthouse, One Courthouse Way, Suite 3700, Boston, Massachusetts 02210, phone 617-748-9614. **Applications must be received by 5:00 p.m. Eastern Time, November 6, 2009.** The Court of Appeals is an **Equal Opportunity Employer.**