

**ADMINISTRATIVE ATTORNEY
UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
BOSTON, MASSACHUSETTS**

The Office of the Circuit Executive for the First Circuit is seeking a qualified candidate for the position of Administrative Attorney. The Attorney will provide legal assistance to the Courts of the First Circuit, including the First Circuit Court of Appeals and the Districts of Maine, Massachusetts, New Hampshire, Puerto Rico and Rhode Island. Duties will include analyzing and preparing memoranda on issues before the First Circuit Judicial Council, ensuring the effective operation of court continuity of operations plans, preparing the Annual Report for the First Circuit Court of Appeals, and other duties both legal and administrative in nature.

The successful candidate must be a law school graduate and be admitted to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States. The position requires a self-starter with excellent interpersonal skills and the ability to work in a team environment. The salary range is \$49,136 - \$79,858. Promotion potential to \$113,837. Benefits include annual and sick leave, health and life insurance, employee-paid long-term disability and long-term care insurance, pre-tax flexible spending accounts, and retirement. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. To apply, send a cover letter and resume by close of business on Friday, November 13, 2009 to: Susan J. Goldberg, Deputy Circuit Executive, Office of the Circuit Executive, 1 Courthouse Way, Suite 3700, Boston, MA 02210.

Applicants will be considered without regard to race, color, age, gender, religion, ethnicity, national origin or disability.