

**UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE**

**Deputy Circuit Executive Type II**

**Job Announcement:** #17-01

**Position Type:** Full-time Permanent

**Location:** Circuit Executive's Office  
John J. Moakley U.S. Courthouse, Boston, MA

**Salary:** JSP 15 - 16 (\$128,503 - \$170,400) per annum  
Depending on qualifications and experience

**Closing Date:** November 14, 2016

**Organization:** The Circuit Executive's Office provides policy development, administrative, technical and staff support to the U.S. Court of Appeals for the First Circuit and the district courts and bankruptcy courts within the First Circuit, which include Maine, Massachusetts, New Hampshire, Rhode Island and Puerto Rico.

**Duties and Responsibilities:** The Deputy Circuit Executive serves as a Second-in-Command to the Circuit Executive, with full supervisory and administrative responsibility for the Office of the Circuit Executive. The Deputy Circuit Executive reports to and assists the Circuit Executive in providing administrative support to the Chief Circuit Judge, the Judicial Council and the courts of the First Circuit. The Deputy Circuit Executive provides overall supervision of operational and administrative functions of the office, serves in an advisory capacity to the Circuit Executive regarding policy matters, performs all necessary duties in the absence of the Circuit Executive, administers and coordinates all non-judicial activities of the Court of Appeals, including review and evaluation of procedures relating to budget and financial management to ensure compliance with the Administrative Office of the U.S. Courts Guide to Judiciary Policy. The Deputy Circuit Executive assists the Circuit Executive as the Secretariat for the Judicial Council and its committees, as well as the Court of Appeals and its committees, conducts research and prepares reports and material for submission to the Council and Court. The Deputy Circuit Executive performs other duties as requested by the Circuit Executive, Judicial Council and the Chief Circuit Judge.

**Qualifications:**

- Candidates must have a minimum of six (6) years of progressively responsible administrative, professional or legal experience that provided a general understanding of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment.
- Strong communication skills both orally and in writing are also required.
- At least three (3) of the six (6) years of experience must have been specialized experience in a position of supervisory, managerial or professional work.
- A Juris Doctor (JD) degree is highly preferred.
- Experience in the federal judiciary, including familiarity with budget, fiscal, personnel and

- information technology issues, is strongly desired. One (1) year of the required experience must have been at or equivalent to the next lowest grade level.

**Educational Substitution:**

- A bachelor's degree from an accredited college or university may be substituted for one (1) year of specialized experience.
- A master's degree from an accredited college or university in such fields as business or public administration or management, or a Juris Doctor (JD) degree may be substituted for two (2) years of specialized experience.

**Benefits:**

Federal benefits include paid vacation and sick leave, health benefits, life insurance and a flexible benefits program, long-term care, retirement benefits and a tax-deferred savings plan.

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:**

Submit the following documents: (1) cover letter, (2) resume and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) to:

Joanne M. Cull, Human Resources Administrator  
Office of the Circuit Executive  
U.S. Court of Appeals for the First Circuit  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3700  
Boston, MA 02210

Applications will also be accepted in **pdf format only** via email to [ojobs@ca1.uscourts.gov](mailto:ojobs@ca1.uscourts.gov).

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be given consideration.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Office of the Circuit Executive employees are "at will" employees and serve at the pleasure of the Court. The Office of the Circuit Executive will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Circuit Executive may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**