

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

**Space and Facilities Assistant**

**Job Announcement:** #17-02

**Position Type:** Full-time Permanent

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

**Salary:** CL 23 - CL 25 (\$35,054 - \$69,700)  
Depending on qualifications and experience

**Closing Date:** December 1, 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 Space and Facilities Assistant will work as an integral member of the Space and Facilities Team, reporting to the Assistant Circuit Executive for Space and Facilities. The position includes assisting in the coordination and resolution of day-to-day facilities management issues; responding to space and facilities help desk calls and emails; assisting in developing and maintaining project logs, databases, current occupancy agreements and space assignment drawings; maintaining and updating the space management system; assisting disposal and custodial officers with disposal and inventory processes; providing support in tracking project schedules and significant project checkpoints; assisting with move plans as required; preparing correspondence, reports and documents; maintaining files and records; and performing other varying duties as assigned.

**Qualifications:**

- Two (2) years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- Applicant must possess a high school diploma or the equivalent.
- Education above the high school level may be substituted for required general experience.
- Ability to work both independently with little supervision, as well as in a team environment.
- Must possess strong computer and organizational skills and present a professional demeanor.
- Strong communication skills both orally and in writing are required.
- Attention to detail and the ability to exercise good common sense judgment are also required.
- Ability to meet established deadlines and commitments.
- Travel is occasionally required—usually day trips.

**Specialized Experience:**

- A minimum of two (2) years of progressively responsible clerical or administrative experience that is in, or closely related to space and facilities administration, which demonstrated the particular knowledge, skills and abilities to successfully perform the duties of the position and involved the routine use of automated software and keyboarding for word processing, data entry and report generation.
- A bachelor's degree from an accredited college or university is preferred.

**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**