

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

**Administrative Attorney**

**Job Announcement:** #26-14

**Position Type:** Full-time, Permanent

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

**Salary:** CL 27 - 28 (\$67,652 - \$131,826) per annum  
Starting salary: \$67,652 - \$100,529 per annum, depending on qualifications and experience

**Closing Date:** Open Until Filled [Preference will be given to applications received by July 10, 2026.]

**Organization:** The Circuit Executive's Office of the United States Courts for the First Circuit seeks applications for the position of Administrative Attorney. The United States Courts for the First Circuit include the Court of Appeals, which is the court of review for decisions of the district courts within the First Circuit, including the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court of Appeals also reviews decisions of federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

**Duties and  
Responsibilities:**

The Administrative Attorney will provide legal assistance to the Courts of the First Circuit, including the Circuit Court of Appeals and the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Administrative Attorney will report to the Assistant Circuit Executive for Legal Affairs. Representative duties include, but are not limited to:

- Drafting informational and advisory memoranda on legal and administrative issues before the First Circuit Judicial Council and the Chief Circuit Judge.
- Researching and advising on ethics issues.
- Reviewing Criminal Justice Act vouchers and drafting related memoranda and orders.
- Assisting the Chief Circuit Judge and the First Circuit Judicial Council in discharging duties under the Judicial Conduct and Disability Act, 28 U.S.C. §§ 351–364.
- Preparing the Annual Report for the First Circuit.
- Staffing First Circuit Judicial Council and First Circuit Court of Appeals committees, as needed.
- Performing other legal and administrative duties as assigned.

**Special Notice:** The Circuit Executive's Office is a hybrid work environment. The selected candidate will work in-person at the Moakley Courthouse during the initial training period. After successful completion of training, telework on certain days of the week may be available, depending upon office needs.

**Qualifications:**

- The applicant must possess a Juris Doctor (JD) degree from an accredited law school;
- Admission to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States;
- At least one year of progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience gained after graduation from law school, is required;
- The position requires a self-starter with excellent interpersonal, writing, research, and editing skills, and the ability to work in a team environment;
- Excellent academic credentials;
- Experience working in a federal court and familiarity with the appellate process is desired.

**Benefits:**

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefit programs, long-term care, retirement benefits, and a tax-deferred savings plan. Federal Judiciary employees are eligible to participate in the Public Service Loan Forgiveness (PSLF) Program. Further details regarding benefits can be found here:

<https://www.uscourts.gov/careers/benefits>

**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 5/24) to:

Andrew Burke, Human Resources Director  
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

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

The application form (AO-78) is available at [AO\\_078-08-2024.pdf](#). The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient.

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

**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 Court employees are "*at will*" employees and serve at the pleasure of the Court. The Court 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 Court may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**