

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
STAFF ATTORNEYS' OFFICE**

Administrative Assistant

Job Announcement: #23-3

Position Type: Full-time, Permanent

Location: Staff Attorneys' Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 24 - 25 (\$46,535 - \$83,547) per annum
Depending on qualifications and experience

Closing Date: January 25, 2023

Organization: The Staff Attorneys' Office of the United States Court of Appeals for the First Circuit seeks applications for the position of Administrative Assistant. The United States Court of Appeals for the First Circuit 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 Staff Attorneys' Office provides assistance to the Court through legal research and the preparation of memoranda.

Duties and

Responsibilities: The Administrative Assistant will work under the direction of the Senior Staff Attorney to perform the administrative and case management duties needed for effective management and processing of matters referred to the Staff Attorneys' Office. Duties include, but are not limited to:

- Receiving and docketing incoming matters referred from the Clerk's Office. Performing basic case management, following court practices and procedures to ensure fair and efficient movement of matters to resolution. Utilizing staff reports to monitor progress of matters.
- Assisting staff attorneys in preparing timely orders and judgments.
- Monitoring internal tracking system for orders and judgments to be issued. Drafting orders and judgments for staff attorney review and approval. Once approved, docketing orders and judgments using applicable case management system. Sending orders to Clerk's Office for issuance, notifying case manager of any urgent matters.
- Assigning matters to staff as directed by Senior Staff Attorney. Preparing monthly writing assignments memorandum and distributing relevant case records to staff attorneys. Filing and distributing copies of assignment memoranda to appropriate judges and staff, as directed by internal procedures. Ensuring that case records are returned to Clerk's Office upon conclusion of a case assignment.
- Preparing oral argument time allotment memorandum and distributing to presiding judges.

- Making occasional arrangements for airline, hotel, and rental car reservations for staff in accordance with applicable travel authorizations and regulations. Preparing itinerary prior to travel and submitting voucher for reimbursement upon conclusion of travel.
- Assisting with the management of employee leave in the electronic leave management system, providing leave request guidance and assistance to staff, performing audits of leave records and timesheets, and resolving discrepancies.
- Ensuring adequate office supplies are maintained. Ordering supplies in accordance with established procurement procedures, as necessary. Contacting building maintenance staff as needed for any office space issues that require attention/repair.
- Maintaining office legal library with new volumes and updates.
- Maintaining office recruitment records and generating annual Fair Employment Practices Report. Preparing other recruitment reports as needed.
- Making arrangements for new or departing staff by contacting the IT Department and Circuit Library for all necessary equipment and program passwords, and preparing welcome packet of materials for new staff. Maintaining list of Staff Attorney Office employees.
- Performing other duties as assigned.

Qualifications:

Minimum Qualifications:

- Candidates must have a high school diploma or the equivalent and a minimum of two years of progressively responsible general clerical or administrative experience that provided a thorough knowledge of office clerical practices, such as filing, telephone and email usage, and typing.
- Candidates must also have at least one year of specialized administrative experience in a legal setting.
- In addition, the position requires: advanced proficiency in computer applications, including Microsoft Office applications such as Word, Excel, Teams, and Outlook; excellent typing and proofreading skills; excellent oral, reading, and writing skills; meticulous attention to detail; and the abilities to maintain confidentiality and to interact with a wide variety of people.

Preferred Qualifications:

- Completion of a bachelor's degree from an accredited college or university is preferred and may be substituted for the required two years of general administrative experience.
- A paralegal certificate from an accredited paralegal program is a plus.

Special Notice:

While a liberal telework policy is currently in force due to the pandemic, changes may be made depending upon office needs and expert advice.

Benefits:

Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, and flexible benefits programs. 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 12/21) to:

Senior Staff Attorney
Staff Attorneys' Office
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 5402
Boston, MA 02210

Applications will also be accepted via email, in **pdf format only**, to: sjobs@ca1.uscourts.gov

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf> The AO78 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. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise the form will appear blank.

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 of Appeals 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