

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

Administrative Specialist

Job Announcement: #23-2

Position Type: Full-time, Permanent

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

Salary: CL 23 - CL 24 (\$42,022 - \$75,628) per annum
Depending on qualifications and experience

Closing Date: Open Until Filled (Preference will be given to applications received by Jan. 31, 2023)

Organization: The Circuit Executive's Office of the United States Courts for the First Circuit seeks applications for the position of Administrative Specialist. 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 Specialist will report to the Assistant Circuit Executive for Space and Security. The Space and Security Department manages judiciary space throughout the First Circuit. This includes the planning, design, technical review, and financial management of projects and circuit-wide coordination of all project activities. The Department also oversees the planning and implementation of all circuit conferences, events, workshops, and meetings; has procurement responsibilities; and manages the Court of Appeals emergency preparedness protocols. Representative duties of this position include, but are not limited to:

- Assisting with calendar management and scheduling of meetings;
- Responding to incoming phone calls and emails, including space and facilities requests;
- Assisting with the procurement of supplies, equipment, services, and furnishings from government and non-government sources through new or existing contracts and competitive bids;
- Planning and coordinating deliveries;
- Assisting with day-to-day facilities management and the resolution of related issues;
- Conducting regular inspections of building conditions and appearance. Recommending cyclical maintenance needs;
- Assisting in the development and maintenance of project logs, databases, occupancy agreements, space assignment drawings, and other department files;
- Preparing and disseminating meeting minutes, correspondence, reports, and other documents;
- Maintaining and updating the space management system and tracking project schedules and milestones;

- Supporting project managers with space and facilities project work, including document preparation and review, processing submittals, conducting site inspections, providing escorts to project staff, and other administrative tasks;
- Facilitating internal office moves;
- Managing inventory processes as Custodial Officer;
- Preparing event support materials, including, but not limited to, name tags, table tents, print agendas, programs, etc.;
- Performing other duties as assigned.

Special Notice: The Circuit Executive's Office is a hybrid work environment. The selected candidate will be required to report to the office several days per week, depending upon office needs.

Qualifications: **Minimum Qualifications:** Applicants must possess a high school diploma or the equivalent, plus two years of general administrative experience to qualify for placement at the CL-23 level. Applicants must possess an additional year of specialized administrative experience to qualify for placement at the CL-24 level. The ability to lift heavy items (up to 50 pounds) is a necessary function of the position. Occasional travel may be required.

General experience is 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. Education above the high school level may be substituted for required general experience.

Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position, and which has demonstrated the particular knowledge, skills, and abilities to perform the duties of the position. Such experience involves the routine use of automated software for word processing, data entry, and report generation. The specialized experience can be obtained in a general office setting. Previous administrative experience in support of a space & facilities management team is helpful but not required. Education cannot be substituted for required specialized experience.

Court Preferred Qualifications:

- A bachelor's degree from an accredited college or university may substitute for the two years of required general administrative experience listed above.
- Ability to work both independently, with limited supervision, as well as in a team environment.
- Strong organizational skills, proven ability to prioritize multiple demands, and meet established deadlines and commitments.
- Public service oriented and a professional, courteous demeanor.
- Ability to communicate effectively, both orally and in writing, with a wide variety of people.
- Attention to detail, and the ability to exercise common sense and good judgment in a fast-paced environment with rapidly shifting priorities.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.

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. 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:

Andrew Burke, 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 via email, **in pdf format only**, to: ojobs@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