

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

Administrative Assistant

Job Announcement: #20-16

Position Type: Full-time, Permanent

Location: John J. Moakley U.S. Courthouse
Boston, MA

Salary: JSP 6 - 11 (\$43,338 - \$92,655) per annum
Depending on qualifications and experience

Closing Date: October 11, 2020

Organization: The Circuit Executive's Office for 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 by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by 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 Assistant will assist the Circuit Executive and the Deputy Circuit Executive with an extensive variety of professional administrative tasks. The incumbent will also provide administrative support to a U.S. Circuit Judge. Representative duties include, but are not limited to:

- Assisting in the day-to-day operations of the Circuit Executive's Office, including scheduling appointments and arranging meetings for the Circuit Executive, Deputy Circuit Executive, and others, as needed.
- Maintaining multiple calendars for the Circuit Executive's Office and the Judge's sitting calendar and schedule.
- Making travel arrangements and preparing travel vouchers for the Judge, Circuit Executive, and other office staff.
- Drafting, editing, and distributing executive correspondence, memoranda, legal and non-legal documents, and other official documents for the Circuit Executive, Deputy Circuit Executive, and senior managers.
- Receiving, screening, and referring telephone calls and office visitors. Answering routine inquiries and assisting the public, judges and their staffs, other court units, and members of the bar, while maintaining confidentiality of sensitive matters.
- Receiving, screening, and routing mail to appropriate staff or offices.
- Maintaining and purchasing supplies for the office in accordance with the governing policies and procedures.
- Assisting with the First Circuit Judicial Conferences, Supreme Court Fellows Program, and other events as required.
- 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 as the principle office assistant to a supervisor dealing with law-related matters.
- 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; skill in summarizing legal and non-legal material; 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.

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 02/20) to:

Andrew Burke
Human Resources Administrator
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 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. 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 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