

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

Appellate Records Clerk

Job Announcement: #21-2

Position Type: Full-time, Permanent

Location: Court of Appeals Clerk's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: JSP 4 - 6 (\$34,750 - \$56,341) per annum
Depending on qualifications and experience

Closing Date: November 24, 2020

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Appellate Records Clerk. 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 Court of Appeals consists of six authorized Circuit Judges, four Senior Circuit Judges, and approximately 27 Clerk's Office Staff.

Duties and Responsibilities: The Appellate Records Clerk will work as a member of the Office of the Clerk of Court, reporting to the Records/Intake Supervisor. Representative duties include, but are not limited to: maintaining and archiving court records and files; shipping briefs and appendices to judges' chambers and making them electronically available to chambers staff; processing outgoing mail; providing customer service to the bar and public, including records retrieval; assisting the public in the use of the public electronic records database; performing quality control of documents scanned and uploaded to the electronic case docket; drafting professional correspondence, internal memoranda, and emails; performing some financial and cashier duties; preparing and shipping court records to the Federal Records Center (FRC) and retrieving records from the FRC when requested; and performing other duties as assigned. The position requires the ability to reach, bend, kneel, and lift and move heavy boxes and files.

Special Notice: While teleworking up to one day a week may be allowed during the pandemic after the selected candidate is fully trained, he or she will typically need to work on site at the Moakley Courthouse to fulfill the duties of this position.

Qualifications: **Minimum Qualifications:** Applicants must possess a high school diploma or the equivalent, plus one year of general clerical experience in an office setting, to qualify for placement at JSP 4.

- **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.

Additional Qualifications:

- Proficiency with Microsoft Office applications, e.g., Word and Excel, and other computer skills, including fast and accurate data entry skills;
- Ability to communicate effectively, both orally and in writing, with a wide variety of people;
- Quick and efficient processing of a large quantity of work with meticulous attention to detail;
- Demonstrated ability to work as a team member to achieve a common goal;
- 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, 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) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 2/20) to:

Zuleen Nova
Executive Assistant to the Clerk of Court
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210

Complete applications will also be accepted via email, **in pdf format only**, to: cjobs@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 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.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER