

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

Appellate Records Transcript Clerk

Job Announcement: #26-18

Position Type: Full-time, Permanent

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

Starting Salary: CL 22 - 24 (\$36,909 - \$82,287) per annum
Depending on qualifications and experience

Closing Date: Open until filled [Preference will be given to applications received by Tuesday, September 22, 2026.]

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Appellate Records Transcript 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, five Senior Circuit Judges, and approximately 29 Clerk's Office Staff.

Duties and Responsibilities: The Appellate Records Transcript 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: processing transcript forms and CJA vouchers, and ensuring that all necessary forms are completed and comply with approved procedures and local rules; reviewing CJA travel reimbursements to ensure compliance with local procedures and internal controls; receiving and reviewing court documents for conformity with federal and local rules, and drafting docket-ready non-compliance orders; drafting professional correspondence, internal memoranda, and emails to appellate judges requesting action on motions and petitions; working with attorneys and litigants to ensure the receipt of orders by electronic transmission and U.S. Mail; providing back up coverage to the Appellate Intake Clerks, including providing paper and electronic briefs to chambers for calendared/submitted cases and researching cases to determine whether filings relate to an already opened case; and performing other duties as assigned.

Special Notice: Generally, work will typically need to be performed on site at the Moakley Courthouse to fulfill the duties of this position. Some teleworking may be allowed after the selected candidate is fully trained.

Minimum

Qualifications:

Minimum Qualifications: Applicants must possess a high school diploma or the equivalent, plus two years of progressively responsible clerical, office, or other general work experience 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.
- Fluency in Spanish 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. 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:

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 [AO 078-08-2024.pdf \(uscourts.gov\)](#). 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 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