

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

Assistant Secretary

Job Announcement: #20-7

Position Type: Full-time or Part-time, Permanent

Location: Providence, RI

Salary: JSP 7 - 10 (\$46,634 - \$81,658) per annum
Depending on qualifications and experience

Closing Date: January 11, 2020

Organization: The United States Court of Appeals for the First Circuit seeks applications for the position of Assistant Secretary to a United States Circuit Judge stationed in Providence, RI. 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.

Position Overview: The incumbent will assist the judicial officer with an extensive variety of case-related and professional administrative tasks. The position is full-time, but part-time (at least 20 hours per week) may be considered.

Duties and

Responsibilities: Responsibilities of the position include, but are not limited to:

- Overseeing the day-to-day operation of chambers. Coordinating all general activities, maintaining office supplies, and arranging for service and repairs of equipment.
- Receiving and screening visitors, telephone calls, and correspondence, and processing incoming and outgoing mail.
- Scheduling the judge's appointments and arranging meetings and engagements. Coordinating and maintaining the judge's calendars and travel itineraries. Preparing and handling the judge's travel arrangements. Preparing and submitting travel vouchers for reimbursement in accordance with judicial policies and guidelines.
- Preparing and editing correspondence and legal documents.
- Gathering, researching, and analyzing detailed data for annual reporting and preparing financial disclosure reports.
- Providing guidance to law clerks and interns regarding chambers administrative procedures. Coordinating the appointments and separations of chambers staff with the Court's Human Resources staff.
- Performing other duties as assigned.

Qualifications:**Minimum Qualifications:**

- A minimum of two years of progressively responsible general clerical or administrative experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Qualifications:

- Two to five years of progressively responsible administrative experience in a legal setting gained after completion of two years of general experience. The specialized experience must include responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office). The position requires: advanced proficiency in computer applications, e.g., MS Word and Excel; excellent typing 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. A college degree is preferred.

Educational Substitutions:

- Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration, or related fields.
- Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience.

Benefits:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits programs, long-term care, retirement benefits, and a tax-deferred savings plan.

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 10/09) 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>

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