

**UNITED STATES BANKRUPTCY APPELLATE PANEL
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

Case Manager

Job Announcement: #26-2

Position Type: Full-time, Permanent

Location: Clerk's Office - U.S. Bankruptcy Appellate Panel for the First Circuit ("BAP")
John J. Moakley U.S. Courthouse, Boston, Massachusetts

Starting Salary: CL 24 - 25 (\$50,127 - \$89,975) per annum
Depending on qualifications and experience
* Salary figures will be updated to reflect any employment cost index (ECI) increase received in 2026.

Closing Date: January 15, 2026
* Applications may be considered on a rolling basis and the position may be filled prior to the Closing Date.

Organization: The First Circuit BAP hears and determines, with the consent of all the parties, appeals from the bankruptcy courts for the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The BAP is comprised of the circuit's eligible bankruptcy judges, as appointed by the First Circuit Judicial Council, and sits as three-judge panels, except that no judge may hear an appeal from the judge's own district or district to which the judge has been designated.

Duties and Responsibilities: The incumbent is responsible for managing the progression of BAP cases, including performing initial case screening, case opening and closing, docketing, and monitoring case activity and deadlines for compliance with federal and local rules. The incumbent provides administrative and case management support to the BAP judges and BAP attorneys, including: assembling and distributing case materials; proofreading and cite checking legal work product; preparing and reviewing reports; and creating and maintaining case databases and procedural guides. The incumbent coordinates panel assignments and Court calendars, serves as courtroom deputy, and prepares and processes orders and opinions. The incumbent also performs case management/electronic case filing (CM/ECF) support and administration; responds to inquiries from attorneys, unrepresented litigants, and the public, as appropriate; processes mail; and updates the BAP website.

Special Notice: While teleworking will be available after successful completion of a probationary period, the selected candidate will need to attend in-person training at the Moakley Courthouse during the first six months of employment, and as needed weekly thereafter while training continues in this position.

Minimum**Qualifications:**

A minimum of two years of progressively responsible administrative experience in a legal setting is required. Education above the high school level may be substituted for one year of the administrative experience. Applicants must possess a high school diploma (or the equivalent). A bachelor's degree is preferred.

Specialized**Experience:**

The position requires proficiency in a range of computer systems and applications, e.g., Windows operating system, Microsoft Office programs (Word, Outlook, Teams, etc.), Adobe Acrobat, and case management/electronic case filing systems. Successful candidates will have an interest in expanding their technical knowledge and skills. Candidates are expected to effectively work independently and as part of a team. Candidates must have excellent communication, editing, and proofreading skills. Candidates must be highly attentive to detail, able to prioritize and manage multiple deadlines and tasks, and demonstrate initiative. Familiarity with the legal system, the courts, case progression, and legal terminology is strongly preferred. Experience with case management/electronic case filing systems is preferred.

Benefits:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefit programs, 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 3/24), to:

Andrew Burke, Human Resources Director
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

Complete applications will also be accepted via email, **in pdf format only**, at: ojobs@ca1.uscourts.gov.

The application form (AO-78) is available at https://www.ca1.uscourts.gov/sites/ca1/files/AO_078_0.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.

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.

EQUAL OPPORTUNITY EMPLOYER