

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

Clerk of Court, Bankruptcy Appellate Panel

Job Announcement: #25-3

Position Type: Full-time, Permanent

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

Salary: JSP 14 (\$138,046 - \$179,462) per annum
Depending on qualifications and experience

Closing Date: December 6, 2024

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 Clerk of Court for the BAP ("BAP Clerk") is a senior level management position, combining the duties of court administration with the responsibilities of a senior staff attorney. The BAP Clerk is responsible for providing policy development, administration, and supervision of the day-to-day operations of the BAP to ensure efficient court operations. The BAP Clerk administers and coordinates matters pertaining to budget and finance, human resources, space and facilities, information technology, special events and projects, conferences, security, and emergency preparedness in accordance with the Guide to Judiciary Policy. In addition to supervising a law clerk and case manager, the BAP Clerk is responsible for the following in assigned appeals: conducting legal research on issues that form the basis for the disposition of the appeal or pending motion; preparation of proposed orders for submission to BAP judge(s); drafting bench memoranda; and working with the authoring judge(s) on draft opinions. The BAP Clerk regularly consults with the Chief Judge of the BAP and the BAP judges to review issues pertaining to bankruptcy and appellate law and amendments to relevant federal and local rules. The BAP Clerk engages in outreach and training throughout the circuit and performs other duties as requested by the Circuit Executive, Judicial Council, and the Chief Judge of the First Circuit. Limited travel is required.

Qualifications:

- Candidates must possess a Juris Doctor (JD) degree from an accredited law school and be admitted to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.
- Candidates must have a minimum of ten years of progressively responsible administrative experience in public service or business that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization.
- At least three of the ten years of experience must have been in a position of substantial management responsibility.
- An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.
- Strong communication skills both orally and in writing are also required, along with proficiency in multi-tasking.
- Experience in both bankruptcy and appellate law is highly preferred.
- Experience in the federal judiciary, including familiarity with budget, fiscal, personnel, and information technology issues, is strongly desired.

Benefits:

Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, and flexible benefits programs. 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) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 5/24) 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** to: ojobs@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 given consideration.

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. 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