

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

Administrative Attorney

Job Announcement: #25-1

Position Type: Full-time, Permanent

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

Salary: CL 27 - 29 (\$65,556 - \$151,882) per annum
Depending on qualifications and experience

Closing Date: October 29, 2024

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Administrative Attorney. 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 28 Clerk's Office Staff.

**Duties and
Responsibilities:**

The Administrative Attorney will conduct legal research and provide procedural advice on matters relating to cases filed in the Court; screen cases for compliance with federal statutes and regulations on jurisdiction; draft administrative orders for review and consideration by the Clerk of Court and Judges; provide assistance to counsel and pro se litigants regarding appellate procedure; and perform all legal and administrative duties as assigned, including special projects.

Special Notice:

While this is a hybrid position with partial regular telework, training and onboarding will be in person at the Moakley Courthouse, and regular in-office days are required each week. Clerk's Office working hours are 8:30-5:00 Monday through Friday, and all staff work schedules must include those hours.

Qualifications:

Minimum Qualifications: Applicants must possess a Juris Doctor (JD) degree from an accredited law school. Admission to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States is preferred. A minimum of two years of progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience, gained after graduation from law school is strongly preferred. Superior writing, analytical, communication, and interpersonal skills are required, as well as the demonstrated ability to exercise mature judgment. Candidates must possess experience in managing multiple complex tasks with competing deadlines.

Preferred experience: Familiarity with the appellate process and the Federal Rules of Appellate Procedure is preferred. Fluency in Spanish is a plus.

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, (3) a recent legal writing sample, such as a memo, motion, or excerpt from a brief, up to 10 pages in length, and (4) a signed and 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 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**