

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

Case Manager

Job Announcement: #20-17

Position Type: Full-time, Permanent

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

Starting Salary: CL 23 - 25 (\$38,523 - \$76,618) per annum
Depending on qualifications and experience

Closing Date: October 14, 2020

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Case Manager. 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, four Senior Circuit Judges, and approximately 27 Clerk's Office Staff.

Duties and Responsibilities: The incumbent will provide a variety of functions, including case administration duties, such as: reviewing legal documents received in a variety of case types, including civil, criminal, and administrative matters, to determine conformity with the federal/local rules, timeliness, accuracy, and completeness; preparing case opening documents and transmitting to appropriate parties; reviewing cases and reports and taking any necessary action to ensure that appeals proceed efficiently; preparing and filing court documents, including judgments, orders, and notices; maintaining official case dockets and entering appropriate data into the court's automated case management system; and responding to inquiries regarding procedures, electronic filing, and case information.

Special Notice: While teleworking will be available during the pandemic, the selected candidate will need to attend in-person training at the Moakley Courthouse several times a week during the first year of employment 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. Applicant must possess a high school diploma (or the equivalent). A bachelor's degree is preferred.

**Specialized
Experience:**

Familiarity with the appellate process and the Federal Rules of Appellate Procedure is preferred. The position requires proficiency in a wide range of computer applications, e.g., Windows XP or higher, Adobe, Microsoft Office, and Word. Experience with the court's case management/electronic case filing system is preferred. Ability to enter and analyze a high volume of complex data accurately and to adhere to stringent deadlines is essential. Strong communication, organizational, and analytical skills and the ability to interact effectively with judges, attorneys, litigants, and court personnel are critical. Candidates must demonstrate the ability to prioritize and handle multiple tasks within time periods prescribed by federal/local rules and office policy. 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. 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 2/20), 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 <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.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. 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