

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

Chief Settlement Counsel

Job Announcement: #25-5

Position Type: Part-time, Permanent

Location: Civil Appeals Management Program (CAMP)
José V. Toledo Federal Building & U.S. Courthouse, San Juan, PR

Salary: JSP 16 - 17 (full-time salary range of \$171,795 - \$228,501) per annum, plus 2.49% Cost of Living Allowance, depending on qualifications and experience. The incumbent will work a 50% schedule of 20 hours per week.

Closing Date: March 16, 2025

Organization: The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Chief Settlement Counsel, located in the Civil Appeals Management Program (CAMP) Office in San Juan, Puerto Rico. The United States Courts for the First Circuit include the Court of Appeals, which is the court of review for decisions of the district courts within the First Circuit, including the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court of Appeals also reviews decisions of federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel.

Pursuant to First Circuit Local Rule 33.0(a), the CAMP provides mediation services in a wide range of civil appeals. CAMP provides a confidential forum in which to promote settlement where feasible, simplify the issues on appeal, and address procedural questions and any other matters that may assist in the disposition of the proceeding. The San Juan CAMP Office is staffed by a part-time Chief Settlement Counsel and an Administrative Analyst. The position is shared with Chief Settlement Counsel in Boston, with each Settlement Counsel on a 20 hour per week schedule.

Duties and

Responsibilities: The Chief Settlement Counsel serves under the direction of the Chief Judge of the Court of Appeals and the administrative umbrella of the Circuit Executive. The Chief Settlement Counsel screens cases for suitability of pre-argument conferences, conducts mediation conferences, and drafts conference orders and recommendations. The Chief Settlement Counsel provides executive leadership, management, and supervision for the operations of the CAMP. Responsibilities include long-range strategic planning, policy development and implementation, statistical reporting, records management, legal research, and writing. The Chief Settlement Counsel serves on national and First Circuit committees and represents the CAMP within and outside of the court, including educating the public and bar about the Court of Appeals' mediation program. The Chief Settlement Counsel performs other duties as requested by the Circuit Executive, First Circuit Judicial Council, Court of Appeals, and the Chief Circuit Judge. Limited travel may be 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 also have a minimum of ten years of progressively responsible experience as an attorney, including significant litigation experience, experience with alternative dispute resolution, and experience managing other legal staff.
- The ability to work independently and to exercise discretion in all aspects of work, maintain confidentiality, deal tactfully and compassionately with individuals in conflict, and lead negotiations, is critical to the position. Experience in the settlement/mediation process is favorably viewed upon.
- Strong communication skills, both orally and in writing, are also required, along with proficiency in multi-tasking.
- Judicial experience in a local, state, or federal court, knowledge of federal substantive and procedural law, and knowledge of the local law and legal community in Puerto Rico is desired.
- Demonstrated ability to oversee the administrative aspects of the program, including coordination with Boston-based Settlement Counsel, management of staff, working with the Clerk's Office and other Court of Appeals units, and conducting initial and ongoing assessments of all aspects of the program, are required.

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:

[Benefits | United States Courts \(uscourts.gov\)](https://uscourts.gov/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

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 \(uscourts.gov\)](https://uscourts.gov/ao-078-08-2024.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 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 Federal Judiciary employees are "*at will*" employees and serve at the pleasure of the Court. The Office of the Circuit Executive 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 Circuit Executive may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER