

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

**Deputy Circuit Executive**

**Job Announcement:** #25-8

**Position Type:** Full-time, Permanent

**Location:** Circuit Executive's Office  
John J. Moakley U.S. Courthouse, Boston, MA

**Salary:** JSP 15 - 17 (\$165,901 - \$207,500) per annum  
Depending on qualifications and experience

**Closing Date:** April 2, 2025

**Organization:** The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Deputy Circuit Executive. 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. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

**Duties and  
Responsibilities:**

The Deputy Circuit Executive serves as the second-in-command to the Circuit Executive, with full supervisory and administrative responsibility for the Office of the Circuit Executive. The Deputy Circuit Executive reports to and assists the Circuit Executive in providing administrative support to the Chief Circuit Judge, the Judicial Council, and the courts of the First Circuit. The Deputy Circuit Executive oversees the operational and administrative functions of the office, advises the Circuit Executive regarding policy matters, and performs all necessary duties in the absence of the Circuit Executive. The Deputy Circuit Executive administers and coordinates all non-judicial activities of the Court of Appeals, ensuring compliance with the Guide to Judiciary Policy, and supervises the Assistant Circuit Executives in Finance and Budget, Human Resources, Space and Security, Information Technology, and Legal Administration. The Deputy Circuit Executive provides support to the Director of Workplace Relations and assists the Circuit Executive as the Secretariat for the Judicial Council and its committees, as well as the Court of Appeals and its committees, conducts research, and prepares reports and materials for submission to the Council and the Court. The Deputy Circuit Executive performs other duties as requested by the Circuit Executive, Judicial Council, and the Chief Circuit Judge. Travel is required.

**Qualifications:**

- Candidates must have a minimum of ten years of progressively responsible administrative, professional, or legal experience that provided a general understanding of management practices and administrative processes, skill in dealing with others in person-to-person work relationships, and the ability to exercise mature judgment.
- At least three of the six years of experience must have been progressively responsible experience in supervisory, managerial, or professional positions that provided an opportunity to acquire a thorough knowledge of the concepts, principles, policies, and theories of management.
- A bachelor's degree from a college or university of recognized standing is required.
- 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.
- A Juris Doctor (JD) degree is highly preferred.
- Operational experience in the federal judiciary, including familiarity with budget, personnel, facilities, security, and information technology matters, is strongly desired.

**Educational Substitution:**

- A master's degree from an accredited college or university in such fields as business, public administration, management, or a Juris Doctor (JD) degree, may be substituted for up to two years of the required specialized experience.

**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, (3) a list of three professional references with contact information, at least one of whom must be a current or former supervisor, and (4) 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](mailto: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.

**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 Office of the Circuit Executive 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**