

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

**Executive Assistant to the Clerk of Court**

**Job Announcement:** # 20-3

**Position Type:** Full-time Permanent

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

**Starting Salary:** CL 25 - 27 (\$45,622 - \$89,749) per annum  
Depending on qualifications and experience

**Closing Date:** December 2, 2019

**Organization:** The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Executive Assistant to the Clerk of Court. 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 (6) authorized Circuit Judges, four (4) Senior Circuit Judges, and approximately 27 Clerk's Office Staff.

**Duties and Responsibilities:** The incumbent will perform administrative services for the Clerk of Court and Chief Deputy Clerk in multiple areas, including human resources, finance, and procurement. Representative duties include, but are not limited to: maintaining the calendar and schedules of required reports and tasks; scheduling and confirming executive meetings; preparing executive correspondence, proofreading, and editing documents; overseeing office leave, and time and attendance reporting; managing office recruitment efforts; performing financial duties; making travel arrangements, auditing, and reviewing travel vouchers; receiving and screening mail; establishing and maintaining paper and electronic files and records; updating office reference materials; ordering, tracking, and receiving office supplies; receiving, screening, and referring telephone calls; acting as a receptionist for visitors; answering questions of general inquiry; and assisting with preparation for court hearings and court ceremonies. The incumbent will perform special projects as assigned, including managing attorney records, updating special membership rosters of court committees, and updating the local rule book and the court's website. The incumbent will perform other duties as assigned, including various operational responsibilities.

**Minimum****Qualifications:**

Applicants must be a high school graduate (or the equivalent) and possess two years of progressively responsible general clerical or administrative experience that involved routine tasks, such as filing, telephone usage, typing, and keyboard skills, and provided knowledge of rules, regulations, and terminology in a general office setting. Education above the high school level may be substituted for the required general experience. A college degree is preferred. In addition, applicants must possess a minimum of one year of specialized experience. Specialized experience is work that is in, or closely related to, the work of the position, and demonstrates the knowledge, skills, and abilities to successfully perform the duties of the position. For example, specialized experience might include work as the principal office assistant to a supervisor dealing with law-related matters.

**Additional****Qualifications:**

The incumbent must present a professional demeanor and possess strong office and organizational skills. Excellent interpersonal skills, oral and written communication skills, the ability to exercise good judgment, and the ability to act with diplomacy and maintain strict confidentiality, are essential. The position requires advanced skills in a wide-range of computer applications, e.g., Windows, Microsoft Office, and Adobe. The incumbent must possess an excellent understanding of English grammar, good proofreading and editing skills, and the ability to perform keyboard entries accurately. Attention to detail is essential, together with the ability to perform under time constraints.

**Benefits:**

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits programs, long-term care, retirement benefits, and a tax-deferred savings plan.

**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 10/09), to:

Anastasia Dubrovsky  
Chief Deputy Clerk  
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](mailto: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**