

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

Legal Supervisor

Job Announcement: #24-16

Position Type: Full-time, Permanent

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

Salary: CL 30 - 31 (\$110,427 - \$191,900) per annum
Depending on qualifications and experience

Closing Date: Thursday, September 19, 2024

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Legal Supervisor. 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 Legal Supervisor will report to the Chief Deputy Clerk and will supervise the attorneys and other members of the legal team in the Clerk's Office. The Legal Supervisor will assure prompt, legally accurate memos and advice are provided to the court; oversee drafting of clerk's procedural orders; manage emergency filings; ensure proper screening of incoming cases; and coordinate staffing, recruitment, selection, training, and evaluation of members of the legal team. In addition, the Legal Supervisor will oversee the development of written procedures for the legal team and assist the Clerk and Chief Deputy Clerk in recommendation and preparation of local rules and internal operating procedures. The Legal Supervisor will also conduct research and provide written and oral advice on a large range of legal, operational, and administrative questions raised by Chambers, the Clerk, the Administrative Office of the U.S. Courts, or other court units; monitor opinions and legislation to determine impact on court operations; and work with other members of the management team, as well as the court's IT staff, to recommend and implement various operational and administrative initiatives.

Special Notice:

While this is a hybrid position with some telework opportunities, 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:** 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. Excellent organization and communication skills are required.

Specialized Experience: Qualification at the CL-30 level requires three years of progressively responsible legal experience after law school. Qualification at the CL-31 level requires four years of progressively responsible legal experience after graduation from law school. In addition, candidates must have specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing interpersonal relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Court of Appeals Clerk's Office.

Preferred Qualifications: Thorough knowledge of the appellate process and the Federal Rules of Appellate Procedure; the ability to analyze complex legal questions and provide proposed solutions; the ability to work quickly and accurately and prioritize among competing demands; and the ability to understand and manage complex administrative and operational projects are preferred. Supervisory experience and experience working in a federal court is also strongly desired. 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, and (3) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 3/24) 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 0.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