

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

Personal Assistant/Reader

Job Announcement: 19-11

Position Type: Full-time, Permanent

Location: United States Courthouse & Federal Building
Providence, RI

Salary: JSP 7-8 (\$46,634 - \$67,138) per annum
Depending on qualifications and experience

Closing Date: October 18, 2019

Organization: The United States Court of Appeals for the First Circuit seeks applications for the position of Personal Assistant/Reader to a United States Circuit Judge stationed in Providence, RI. 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.

Job Summary: The incumbent reads legal materials and case-related items to the visually impaired judicial officer, ensures that chambers staff and chambers facilities suitably address the needs of the judicial officer, and assists in the preparation of a variety of case-related materials.

**Duties and
Responsibilities:**

Representative duties include, but are not limited to:

- Reading aloud to the judicial officer from briefs, memoranda, newspapers, emails, general correspondence, and other legal materials in connection with preparation for oral arguments and opinion writing;
- Preparing materials for review by the judicial officer by reading and summarizing;
- Assisting the judicial officer in preparing materials for meetings, conferences, and court proceedings;
- Assisting with administrative and organizational tasks in chambers as directed by the judicial officer;
- Receiving, screening, prioritizing, and routing incoming emails, postal mail, and case materials to appropriate recipients;
- Proofreading documents for accuracy and performing cite checks, as necessary;
- Performing other duties as assigned.

Qualifications:**Minimum Qualifications:**

- A minimum of two years of progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Qualifications:

- Two to three years of progressively responsible clerical or administrative experience in a legal setting gained after completion of two years of general experience. The specialized experience must include secretarial experience with responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office). The position requires: advanced proficiency in computer applications, e.g., MS Word and Excel; excellent typing skills; excellent oral, reading, and writing skills; skill in summarizing legal and non-legal material; and the abilities to maintain confidentiality and to interact with a wide variety of people.

Educational Substitutions:

- Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration, or related fields.
- Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience.

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:

Andrew Burke, Human Resources Administrator
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: <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

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.

EQUAL OPPORTUNITY EMPLOYER