

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

Appellate Intake Clerk

Job Announcement: # 26-7

Position Type: Full-time, Permanent

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

Salary: CL 24 (\$50,627- \$82,287) per annum
Depending on qualifications and experience

Closing Date: Wednesday, April 22, 2026

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Appellate Intake Clerk. 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 Appellate Intake Clerk will work as a member of the Office of the Clerk of Court, reporting to the Records/Intake Supervisor. The incumbent will perform a variety of functions, including such duties as: answering and routing incoming phone calls; sorting and processing incoming and outgoing mail; providing customer service to the bar and public; drafting professional correspondence and internal memoranda; performing some financial duties, including processing fees; assisting the public in the use of the public electronic records database; scanning and copying records for court personnel; screening court documents to verify compliance with appellate rules; and performing docketing entries of documents, including briefs and appendices. The position also requires the ability to reach, bend, kneel, lift, and move heavy boxes and files. It may also include assisting with court hearings and ceremonies, as well as performing other duties as assigned.

Special Notice: Generally, work will typically need to be performed on site at the Moakley Courthouse to fulfill the duties of this position. Teleworking one to two days a week on average may be allowed after the selected candidate is fully trained.

Qualifications: **Minimum Qualifications:** Applicants must possess a high school diploma or the equivalent, plus two years of general experience (a bachelor's degree may substitute for general experience) and one year of specialized experience, to qualify for placement at CL-24.

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for the required general experience.

Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position, and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position. Such experience is commonly encountered in a court or related legal field, with demonstrated ability to apply a body of rules, regulations, directives, or laws, and involving the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Education cannot be substituted for the required specialized experience.

Additional Qualifications:

- Proficiency with Microsoft Office applications, e.g., Word and Excel, and other computer skills, including fast and accurate data entry skills.
- Ability to communicate effectively, both orally and in writing, with a wide variety of people.
- Quick and efficient processing of a large quantity of work with meticulous attention to detail.
- Demonstrated ability to work as a team member to achieve a common goal.
- A bachelor's degree from an accredited college or university is preferred.
- Fluency in Spanish is a plus.

Benefits:

Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, flexible benefit programs, and retirement benefits. 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) completed AO-78, Application for Federal Judicial Branch Employment (version dated 5/24), to:

Anastasia Dubrovsky
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 078-08-2024.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. 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