

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

Space and Facilities Project Specialist

Job Announcement: #26-9

Position Type: Full-time, Permanent

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

Salary: CL 26 - CL 27 (\$61,581 - \$109,971) per annum
Starting salary: \$61,581 - \$83,874 per annum, depending on qualifications and experience.

Closing Date: Open until filled. Preference will be given to applications received by April 30, 2026.

Organization: The Circuit Executive's Office of the United States Courts for the First Circuit seeks applications for the position of Space and Facilities Project Specialist. 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 Space and Facilities Project Specialist will work as a member of the Office of the Circuit Executive, reporting directly to the Assistant Circuit Executive (ACE) for Space and Facilities. The principal responsibilities of the position are design, project management, and facilities maintenance coordination within the First Circuit Court of Appeals duty locations, including offices in Massachusetts, Maine, New Hampshire, Rhode Island, and Puerto Rico. Occasional overnight travel within the circuit may be required. Representative duties of this position include, but are not limited to:

- Making recommendations to court officials, through oral and written presentations, regarding the selection, quality, color, and design of furniture, fixtures, finishes, and accessories in keeping with policy, regulations, budgetary considerations, and the end user's personal preference.
- Designing and preparing AutoCAD drawings showing space and furniture layouts for renovated space and new construction for judicial officers and court support offices and providing space and furniture layouts for special events and meetings.
- Assisting in the review of construction documents provided by the General Services Administration (GSA) and consulting architects and interior designers to determine whether they are suited to the needs of the court.
- Coordinating and scheduling the delivery of new furniture, equipment, and window treatments, and supervising the installation of these items. Securing bids for, coordinating, and supervising furniture moves.

- Assisting in the planning, coordination, and supervision of facilities renovations and cyclical replacement projects with the GSA or outside vendors.
- Soliciting quotes for, coordinating, and supervising the repair of court furniture, equipment, and special cleaning requests in judges' chambers and other court-owned spaces during normal business hours.
- Preparing periodic reports on project status and/or funding requirements.
- Assisting in the preparation of annual budget for furniture and furnishings.
- Performing other functions within the Circuit Executive's office as assigned.

Special Notice: The Circuit Executive's Office is a hybrid work environment. The selected candidate will work in-person at the Moakley Courthouse during the initial training period. After successful completion of training, telework on certain days of the week may be available, depending upon office needs.

Qualifications: Minimum Qualifications:

- Applicants must have a bachelor's degree and at least two years of specialized experience in construction project management, architecture, interior design, or a related field.
- Candidates must have strong project management skills; the ability to analyze construction documents; and software skills, including AutoCAD and Microsoft Office.
- Excellent oral and written communication skills are essential. The successful candidate must have the ability to use tact and sound judgment to deal effectively with judges, court unit executives, and other senior managers.
- Applicants must demonstrate well-developed organizational and time-management skills, along with a proven ability to prioritize multiple demands and meet established deadlines and commitments.
- The successful candidate must have the ability to work both independently, with limited supervision, as well as in a team environment.
- The ability to lift heavy items (up to 50 pounds) is a necessary function of the position.

Court Preferred Qualifications:

- A bachelor's degree in architecture or a related field is preferred.
- Knowledge of Revit and Sketchup.
- Experience working with the GSA.
- Knowledge of the U.S. Courts Design Guide.
- Advanced proficiency with Microsoft Office applications, including Word, Excel, Outlook, Teams, and PowerPoint.

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

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

Complete applications will also be accepted via email, in **pdf format only**, to: ojobs@ca1.uscourts.gov

The application form (AO-78) is available at [AO_078-08-2024.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.

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