

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

Temporary Summer Intern

Job Announcement: #26-3

Position Type: Full-time, Temporary
The position will not exceed August 30, 2026
Work schedule to be determined upon appointment

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

Starting Salary: CL 22, Step 1-24 (\$17.74 - \$22.00 per hour)
Depending on qualifications and experience

Closing Date: Friday, March 27, 2026

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Temporary Summer Intern. 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 incumbent will assist with multiple administrative, organizational, and research projects, including, but not limited to, drafting memoranda and assisting with training and court events. Some lifting of files and boxes may be required. This is a temporary position that will not exceed August 30, 2026.

Qualifications:

- A high school diploma or the equivalent; some completed college course work or presently enrolled in an accredited undergraduate program, in good academic standing, is preferred;
- Organizational and decision-making skills;
- Self-motivated, proactive, accountable, autonomous, and solutions-oriented mind-set;
- Attention to detail and data entry skills;
- The ability to work effectively without close supervision; and
- The ability to work well in a collaborative, results-oriented environment.

Benefits: Due to the temporary nature of the appointment, benefits are limited to sick leave.

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 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. 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