UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT

Judicial Assistant

Job Announcement: #20-15

Position Type: Full-time or Part-time, Permanent

Location: John J. Moakley U.S. Courthouse
          Boston, MA

Salary: JSP 7 - 11 ($48,159 - $92,655) per annum
       Depending on qualifications and experience

Closing Date: July 8, 2020

Organization: The United States Court of Appeals for the First Circuit seeks applications for the position of Judicial Assistant to a United States Circuit Judge. 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 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 Judicial Assistant will assist the judicial officer with an extensive variety of case-related and professional administrative tasks. Representative duties include, but are not limited to:

- Managing the day-to-day operation of chambers.
- Receiving and screening visitors, telephone calls, and correspondence, and processing incoming and outgoing mail.
- Scheduling the judge's appointments and arranging meetings and engagements.
- Coordinating and maintaining the judge's calendars and travel itineraries, including making the judge's travel arrangements, and preparing and submitting travel vouchers for reimbursement in accordance with judicial policies and guidelines.
- Drafting and editing correspondence and legal documents.
- Gathering, researching, and analyzing detailed data for annual reporting and preparing financial disclosure and other reports.
- Providing guidance to law clerks and interns regarding chambers administrative procedures; coordinating the onboarding and separations of chambers staff with Human Resources staff.
- Coordinating all chambers activities, maintaining office supplies, and arranging for service and repairs of equipment.
- Performing other duties as assigned.
Qualifications:

Minimum Qualifications:

- Candidates must have a high school diploma or the equivalent and a minimum of three years of progressively responsible general clerical or secretarial experience that provided a thorough knowledge of office clerical practices, such as filing, telephone and email usage, and typing.

Specialized Qualifications:

- Candidates must have three to six years of progressively responsible administrative experience in a legal setting gained after completion of the required three 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 Office applications such as Word, Excel, and Outlook; 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.
- Prior experience as a judicial assistant to a federal judge and a college degree are both preferred.
- Possession of a law degree and experience in the practice of law are not required. Candidates in possession of a law degree must also have the requisite experience in judicial or legal administration in order to be considered.

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. Further details regarding benefits can be found here: [https://www.uscourts.gov/careers/benefits](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 02/20) to:

Andrew Burke  
Human Resources Administrator  
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](http://www.ca1.uscourts.gov/sites/ca1/files/AO078.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. 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 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