

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

Clerk of Court

Job Announcement: #24-6

Position Type: Full-time, Permanent.

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

Salary: JSP 16 - 18 (\$190,439 - \$243,300) per annum
Depending on qualifications and experience

Closing Date: May 17, 2024

Organization: The Clerk's Office of the United States Court of Appeals for the First Circuit seeks applications for the position of Clerk of Court. 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 Clerk of Court is a statutory position and is appointed by the Court. The Clerk supports the judges of the Court of Appeals, overseeing the Court's daily administrative and operational functions, and resolving complex and sensitive issues as they arise. 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 Clerk of Court reports directly to the Chief Circuit Judge of the Court of Appeals and communicates on a regular basis with: the Circuit Judges, Clerk's Office staff; other court unit executives; the Administrative Office of the United States Courts; the Federal Judicial Center; various bar associations; members of the media; and the public. The responsibilities of the position include, but are not limited to:

- Overseeing the day-to-day business of the Court, including case management and electronic records maintenance, management of court calendars and sittings, statistical reporting, procurement management, and opinion publication and circulation.
- Managing the Clerk's Office staff, including hiring, supervision, training, separation, and promotion of employees.
- Participating in planning the annual court budget and forecasting personnel needs.
- Establishing and maintaining effective working relationships with the other courts of the Circuit and with the practicing bar and governmental agencies having business before the Court.
- Working with members of the bar and public to improve delivery of Court services.
- Disposing of certain motions filed in cases before the Court, per delegated authority.

- Interpreting, implementing, and providing guidance on the Federal Rules of Appellate Procedure and local rules and procedures to counsel and the public.
- Consulting with and providing recommendations to the Court on matters affecting the Court's business.
- Coordinating with other unit executives of the Court.
- Serving on judicial advisory committees and performing other duties requiring frequent travel and public speaking engagements.

Qualifications: Minimum Qualifications:

- Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and interpersonal aspects of managing an organization.
- At least three of the 10 years of experience must have been in a position of substantial managerial responsibility.
- Demonstrated skill in leading, motivating, and overseeing a diverse workforce and experience with the provision of court services, preferably at the federal level.
- Demonstrated positive, proactive, and creative approach to managing a workforce, planning, and problem solving.
- Strong oral and written communication skills.
- A bachelor's degree from a college or university of recognized standing is required.
- A postgraduate degree is also required.

Additional Qualifications:

- A law degree (J.D., LL.M., S.J.D., or J.S.D.) from an accredited law school is desirable and may be considered as qualifying for two years of the required general experience. The active practice of law in either the public or private sector in positions having administrative or management responsibilities may be substituted for required management experience on a year-for-year basis.
- Experience in the federal judiciary, including familiarity with budgetary, fiscal, personnel, and information technology issues, is strongly desired.

Benefits: Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, and flexible benefits programs. 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: As a condition of employment, the selected candidate will be required to undergo a background investigation covering a period of at least seven years and receive a subsequent favorable suitability determination. The background investigation includes, but is not limited to, an FBI fingerprint check and credit check. In addition, the selected candidate will be subject to re-investigation every five years and will be required to file an annual financial disclosure report.

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 12/21) 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

Applications will also be accepted in **pdf format only** online via email to ojobs@ca1.uscourts.gov.

The application form (AO-78) is available at <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 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.

EQUAL OPPORTUNITY EMPLOYER