

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

Chief Deputy Clerk

Job Announcement: #18-09

Position Type: Full-time Permanent

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

Salary: JSP 15 - 16 (\$134,011 - \$174,500) per annum
Depending on qualifications and experience

Closing Date: August 9, 2018

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Chief Deputy 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 (6) authorized Circuit Judges, four (4) Senior Circuit Judges, and approximately 28 Clerk's Office staff.

**Duties and
Responsibilities:**

The Chief Deputy Clerk serves as the second-in-command to the Clerk of Court, with full supervisory and management responsibility for the office. The Chief Deputy Clerk reports to and assists the Clerk in providing support to the judges of the Court of Appeals by overseeing and leading the Court's administrative and operational functions. The responsibilities of the position include, but are not limited to:

- At the direction of the Clerk, assisting in the conduct of the Court's business, including: case management, manual and electronic records maintenance, court calendar oversight, financial reporting, the publication and circulation of opinions, and staff management and development.
- Advising the Clerk concerning policy matters, organizational goals, and objectives.
- In the absence of the Clerk, performing all necessary duties related to the Office of the Clerk.
- Assessing work quality, distribution, and management issues, and making recommendations.
- Advising the Clerk on matters pertaining to substantive and procedural law, and assisting in the implementation of the Federal Rules of Appellate Procedure and the drafting and implementation of local rules.
- Performing other duties and special projects as assigned by the Clerk.
- Working with judges, court executives and staff, members of the bar, and the public.

Qualifications:

- Candidates must have a minimum of six (6) years of progressively responsible administrative, professional, or other work experience in public service or business that provided a thorough knowledge of the concepts, principles, policies, and theories of management and administrative processes.
- At least three (3) of the six (6) years of experience must be specialized experience, including progressively responsible experience in administrative, supervisory, managerial, or professional work. Managerial or supervisory experience is particularly desirable.
- 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 (2) years of the required specialized experience. Alternatively, completion of a master's degree or two (2) years of graduate study (60 semester or 90 quarter hours) in an accredited university in fields such as business or public administration, political science, criminal justice, management, or a related field, may be considered as qualifying for two (2) years of the required specialized experience.
- Experience in the federal judiciary, including familiarity with budgetary, fiscal, personnel, and information technology issues, is strongly desired.
- A bachelor's degree from a college or university of recognized standing is required.
- Superior writing, analytical, communication, and interpersonal skills are required, as well as the demonstrated ability to exercise mature judgement.
- Candidates must possess experience in managing multiple complex tasks with competing deadlines.
- Candidates must be knowledgeable of the operation of a court-based electronic case filing system.

Benefits:

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

Background Check: As a condition of employment, the selected candidate will be required to successfully undergo a background investigation covering a period of at least seven (7) years and receive a subsequent favorable suitability determination. The background check 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 (5) 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) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09). Mailed applications must be sent to:

Carmen Torres-Velez
Executive Assistant
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 <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. 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.

EQUAL OPPORTUNITY EMPLOYER