

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

NOTICE OF VACANCY

Position Title: Temporary Administrative Attorney

Position Type: Full-time, temporary (summer employment)

Announcement #: #13-04

Location: Boston, Massachusetts

Salary: CL 27 - CL 29 (\$50,208 - \$116,316)
Depending upon qualifications and experience

Opens: April 29, 2013 **Closes:** May 13, 2013

The U.S. Court of Appeals Clerk's Office currently has an opening for a Temporary Attorney. The incumbent will report to the Legal Manager. This position is located in the John J. Moakley federal courthouse in Boston, Massachusetts.

REPRESENTATIVE DUTIES

The incumbent will conduct legal research and provide procedural advice on matters relating to cases filed in the court; screen cases for compliance with federal statutes and regulations on jurisdiction; draft administrative orders for review and consideration by the Clerk of Court and Chief Judge; provide assistance to counsel and pro se litigants regarding appellate procedure; and perform all legal and administrative duties as assigned.

MINIMUM QUALIFICATIONS

Graduation with a Juris Doctor (JD) degree from a law school that has been accredited by a recognized accrediting authority. Excellent writing, organization and communication skills are required.

SPECIALIZED QUALIFICATIONS

One to three years of progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience, gained after graduation from law school. In addition, admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.

PREFERRED EXPERIENCE

Familiarity with the appellate process and the Federal Rules of Appellate Procedure is preferred. Experience working in a federal appellate court is strongly desired.

CONDITIONS OF EMPLOYMENT

Person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

HOW TO APPLY

Submit a cover letter of interest, resume and a completed Application for Federal Judicial Branch Employment (AO -078) available at the court's website www.ca1.uscourts.gov to:

Jessica Pace, 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

ADDITIONAL INFORMATION

Employees of the U.S. Court of Appeals are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The U.S. Court of Appeals is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. Court of Appeals reserves the right to modify the conditions of this job announcement, fill more than one position, withdraw the job announcement or to fill the position(s) earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. Court of Appeals will only make contact with those qualified individuals who will be invited for an interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER