

**UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT
STAFF ATTORNEYS' OFFICE**

**Supervisory Staff Attorney
CL 31**

- Location:** John J. Moakley U.S. Courthouse, Boston, Massachusetts
- Starting salary:** CL 31 (\$99,446 - \$155,500 depending on qualifications and experience)
- Closing Date:** August 9, 2013
- Starting Date:** October 2013
- Staff Attorney Office:** The staff attorneys perform research for the Court of Appeals judges.
- Responsibilities:** Duties of the supervisory staff attorney include the following: reviewing the written work product of the staff attorneys to ensure thoroughness, substantive accuracy, overall quality, and consistency with office and court precedent; keeping abreast of case law and legal developments; responding to questions from judges, law clerks, judicial assistants, clerk's office personnel, and other court employees; performing substantive legal research and drafting memoranda, opinions and orders; training newly hired attorneys, monitoring their progress, and participating in performance evaluations; assisting in the recruitment and selection of attorneys; participating in the monitoring of office operations, including the webvote system, PPS, and FAST; and participating in budgeting and resource allocation.
- Qualifications:** Candidates must have a Juris Doctor (JD) degree from an accredited law school; admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States; excellent academic credentials; superior analytic, research, oral communication, interpersonal, writing and editing skills; expertise in federal appellate, civil and criminal procedure; at least five (5) years progressively responsible post-law school legal experience. Federal court experience is highly preferred; experience supervising attorneys is desirable.
- Benefits:** Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program; long-term care, retirement benefits, and a tax-deferred savings plan.

Background Check: The successful candidate is subject to a background check as a condition of employment.

How to Apply: Submit the following:

- Cover letter and resume addressing qualifications and relevant experience;
- Law school transcript;
- Two (2) self-edited writing samples; and
- Three (3) professional references with names and telephone numbers who may be contacted during the selection process

Completed application packages should be submitted on or before August 9, 2013 to:

Senior Staff Attorney
Staff Attorneys' Office
John Joseph Moakley U. S. Courthouse
1 Courthouse Way, Suite 5402
Boston, MA 02210

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 staff attorneys, including the supervisory staff attorney, are "at will" employees and serve at the pleasure of the Court.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

EQUAL OPPORTUNITY EMPLOYER