

**UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE**

**Administrative Attorney**

- Announcement:** #13-02
- Location:** John J. Moakley U.S. Courthouse, Boston, Massachusetts
- Starting salary:** CL 28 (\$60,156 - \$97,821)  
depending on qualifications and experience
- Responsibilities:** The Office of the Circuit Executive for the First Circuit is seeking a qualified candidate for the position of Administrative Attorney. The Attorney will provide legal assistance to the Courts of the First Circuit, including the First Circuit Court of Appeals and the Districts of Maine, Massachusetts, New Hampshire, Puerto Rico and Rhode Island. Duties will include analyzing and preparing memoranda on issues before the First Circuit Judicial Council, ensuring the effective operation of court continuity of operations plans, preparing the Annual Report for the First Circuit Court of Appeals, and other duties both legal and administrative in nature.
- 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 Possession of the United States. The position requires a self-starter with excellent interpersonal skills and the ability to work in a team environment.
- 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 a cover letter and resume on or before **October 4, 2013** to:
- Joanne M. Cull, Management Analyst  
Office of the Circuit Executive  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3700  
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 Administrative Attorneys 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**