

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

Appellate Intake Clerk

Job Announcement: #16-08

Position Type: Full-time Permanent

Location: John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 24 (\$38,833 - \$63,095)
Depending on qualifications and experience

Closing Date: Open until filled (applications should be filed by February 23, 2016, as selection may occur at that time)

Organization: The U.S. Court of Appeals Clerk's Office currently has an opening for an Appellate Intake Clerk. The incumbent will report to the Records/Intake Supervisor.

Duties and Responsibilities:

The Appellate Intake Clerk will perform a variety of functions, including such duties as answering and routing incoming phone calls; sorting and processing incoming and outgoing mail; providing customer service to the bar and public; drafting professional correspondence and internal memos; performing some financial duties, including processing fees; assisting the public in the use of the public electronic records database; scanning and copying records for court personnel; screening court documents to verify compliance with appellate rules; and performing docketing entries of documents, including briefs and appendices. Fluency in Spanish is a plus. The position also requires the ability to reach, bend, kneel, lift and move heavy boxes and files. It may also include assisting with court hearings and ceremonies as well as performing other duties as assigned.

Minimum Qualifications:

- A minimum of two years of progressively responsible clerical experience, including at least one year of experience in a court or related legal field, with demonstrated ability to apply a body of rules, regulations, directives or laws;
- Applicant must possess a high school diploma (or the equivalent);
- Education above the high school level may be substituted for required general experience;
- Familiarity with the appellate process and the Federal Rules of Appellate Procedure is preferred;

- A bachelor's degree is preferred; and
- Bilingual in Spanish is also preferred.

Specialized Experience:

- At least one to two years of progressively responsible clerical or administrative experience in a legal setting gained after completion of two years of general experience;
- The position requires proficiency in computer applications, e.g., MS Word, Excel and other computer skills, including fast and accurate data entry skills;
- Strong oral and written communication skills;
- Quick and efficient processing of a large quantity of work with meticulous attention to detail; and
- Demonstrated ability to work as a team member to achieve a common goal.

Benefits:

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

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. 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 78) available at the Court's website <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf> to:

Carmen Torres, 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 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 U.S. Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The U.S. Court of Appeals 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 Clerk of Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER