

United States Court of Appeals for the Second Circuit



Vacancy Announcement

July 9, 2015

Reference # FY15-16

Position Titles: Staff Attorney & Immigration Staff Attorney
To begin in August 2016

Location: Office of Legal Affairs, 40 Foley Square, NYC

Classification Level: CL 27

Salary Range: \$66,031 - \$85,864

Closing: Open until filled

The Court of Appeals for the Second Circuit is accepting applications for both Staff Attorney and Immigration Staff Attorney positions. The Staff Attorney's Office provides legal advice to the judges of the Court on habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. The attorneys function as law clerks to the court on these cases: they review case records and filings, conduct legal research, draft bench memoranda and opinions and orders, and provide three-judge panels with legal advice regarding the appropriate disposition. The appointment is for a two-year term.

Position Overview: Staff Attorneys develop deep expertise in prisoners' rights, civil procedure, constitutional law, employment discrimination, social security, criminal law and sentencing, and commercial law. Immigration Staff Attorneys handle a docket that principally involves challenges to the denial of applications for asylum, withholding of removal, or relief under the Convention Against Torture, as well as issues relating to the immigration consequences of criminal convictions. All attorneys are expected to track developments in Second Circuit and Supreme Court law relevant to their work. During the two-year term, both Staff Attorneys and Immigration Staff Attorneys may work on the full range of cases handled by the Office.

Requirements: Staff Attorneys and Immigration Staff Attorneys must be able to convey the results of legal research in a clear, concise, and objective manner to the judges of the Second Circuit; draft, proofread, and edit legal documents with accuracy and speed; manage their time effectively to meet tight deadlines; and confidently recommend dispositions.

A successful applicant must have outstanding academic credentials, and superior skills in analysis, research, writing, and editing. An applicant should have a strong interest in criminal law and procedure, administrative law, employment law, immigration law and civil rights issues. A JD from an ABA-approved law school is required. Prior federal court experience, including judicial internships, is preferred. Law review or other legal publication experience is strongly preferred.

Application Procedures: An application package should include the following materials: a cover letter identifying which of the two positions for which you are applying, resume, law school transcript, two writing samples (unedited by another person), and contact information for three references (at least one of whom can comment on your writing). The application package may be submitted via email to SAO_Applications@ca2.uscourts.gov, with the reference # FY15-16 in the subject line, or via OSCAR at <https://oscar.uscourts.gov/home>.

ALL APPLICANTS MUST BE U.S. CITIZENS OR LAWFUL PERMANENT RESIDENTS WHO ARE SEEKING U.S. CITIZENSHIP. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.