

**UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT**



**VACANCY ANNOUNCEMENT
INTERNAL ONLY**

August 4, 2015
Reference No. FY 15-19

Position Title: Team Workleader – Case Initiation Team

Location: Clerk’s Office, New York, NY

Salary Range: CL 26/1 – CL 26/56 (\$48,083 - \$75,623)

Closing Date: August 10, 2015

Position Overview: The Clerk’s Office seeks a **Team Workleader** for the processing of all newly filed appeals, petitions for review, petitions for a writ of mandamus, and other applications filed directly with the Court of Appeals. Duties include: retrieving and maintaining the court records for new appeals; reviewing lower court and administrative agency information; entering party and attorney information into the case management system; monitoring new appeals to ensure initial docketing requirements have been met; monitoring the quality and timelines of docket entries; and reporting statistical entries on the court docket. Responsibilities include collaboration with the Court’s staff attorneys to ensure proper resolution of motions or other issues potentially dispositive of an appeal. The incumbent will troubleshoot CM/ECF issues and work with the bar and public to assist in docketing. The incumbent may also be assigned other duties by the Team Supervisor.

Requirements: Must possess one year of specialized experience which has provided the candidate with the particular skills to successfully perform the duties of this position. Knowledge of WordPerfect and Excel or similar word processing. Must be highly motivated, possess maturity, good judgment, and the ability to work in a team-oriented service environment. College graduate preferred.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

To Apply: Please submit a cover letter and resume, preferably as a single PDF file, by email to resumes@ca2.uscourts, subject line: Team Workleader, Reference No. FY 15-19.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.