

# United States Court of Appeals for the Second Circuit



## Vacancy Announcement

August 31, 2015  
Reference # FY15-21

**Position Title:** Immigration Staff Attorney  
**Location:** Office of Legal Affairs, 40 Foley Square, NYC  
**Classification Level:** CL 27  
**Salary Range:** \$66,031 - \$85,864  
**Closing:** Open until filled

**Office Overview:** The Staff Attorney's Office provides legal advice to the judges of the U.S. Court of Appeals for the Second Circuit on habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. Staff 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. Immigration Staff Attorneys are appointed for a two-year term.

**Position Overview:** 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. Immigration Staff Attorneys are expected to track developments in immigration law and policy, both in the federal courts and at the agency level, while also handling a substantial caseload. Immigration Staff Attorneys may also work on the full range of cases handled by the Staff Attorney's Office.

**Requirements:** 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 in order 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 immigration law. 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, 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](mailto:SAO_Applications@ca2.uscourts.gov), with the reference # FY15-21 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.**