

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

Position Title: Motions Staff Attorney  
Reference No.: FY 15-22  
Location: Clerk's Office, New York, NY  
Appointment: 2 year term; subject to extension.  
Classification Level: CL 27  
Salary Range: \$52,809 – \$85,864  
Closing Date: September 11, 2015

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The United States Court of Appeals for the Second Circuit is accepting applications for the position of Motions Staff Attorney in the Administrative Attorneys' Office.

### **POSITION OVERVIEW**

The Administrative Attorneys' Office is an integral part of the Clerk's Office that works with chambers and the Staff Attorney's Office to ensure the proper adjudication of procedural motions, substantive motions, and emergency applications that are filed with the Court. The responsibilities of the Motions Staff Attorney include, but are not limited to: reviewing and transmitting substantive motions, procedural motions, and emergency applications to chambers or the Staff Attorney's Office, as appropriate; drafting orders and judgments; assisting the Staff Attorney's Office in jurisdictional screening of appeals; screening appeals to determine eligibility for the Court's expedited appeals calendar; providing legal analysis, advice and assistance to the Court, Clerk of Court, and Clerk's Office staff regarding procedural matters; responding to inquiries from Court staff, counsel, and the public regarding motion practice, the Federal Rules of Appellate Procedure, and local rules; and performing other duties as assigned by the Clerk.

### **REQUIRED QUALIFICATIONS**

Applicants must possess (1) a Juris Doctor from an ABA-approved law school; (2) membership in good standing in the bar of a state, territorial or federal court of general jurisdiction; and (3) at least two years of post-law school experience. Qualified applicants must also possess excellent verbal and written communication skills; superior analytical, organizational, and interpersonal skills; and the ability and desire to interact with both chambers and non-attorney Court staff on a daily basis. A judicial clerkship or internship or prior experience working in a court is desirable.

## **BENEFITS**

- 13 days of vacation leave per year for the first three years; increases with tenure.
- 13 days of sick leave per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Participation in both the Federal Employees Retirement System and the employer-matching Thrift Savings Plan (similar to a 401K). Full social security coverage is provided.
- Optional long-term disability and long-term care insurance.
- On-site fitness center and cafeteria
- Public transportation subsidy (budget dependent)

## **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.

## **APPLICATION PROCEDURE**

An application package must include: a cover letter, resume, salary history, and two self-edited writing samples. Please submit the application package by email, **preferably as a single PDF file**, to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov) or by mail to:

Mr. Adam Coffey  
Director of Human Resources  
Thurgood Marshall United States Courthouse  
40 Foley Square, Room 1400  
New York, NY 10007  
Reference No.: FY 15-22

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