

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

December 2, 2015

Reference No.: FY 16-03

Position Title: Judicial Assistant to a United States Circuit Judge
Location: Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range: JSP 9 - JSP 11 (\$54,576 - \$85,841)
Depending on experience, present salary, and qualifications
Closing Date: Open Until Filled

POSITION OVERVIEW: The United States Court of Appeals for the Second Circuit is accepting resumes for the position of Judicial Assistant to a United States Circuit Judge. The Judicial Assistant is responsible for the day-to-day operation of chambers and provides administrative support to a federal judge.

DUTIES AND RESPONSIBILITIES: Prepares a variety of legal material and correspondence; receives and organizes case files; arranges filing of orders and opinions; schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to inquiries; receives, circulates, and files incoming correspondence; maintains filing systems; and performs a variety of confidential tasks.

REQUIRED QUALIFICATIONS: Applicants must possess (1) a high school degree or equivalent; (2) two years of general work experience; and (3) four to six years of specialized work experience.* The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, other judicial chambers, federal agency officials, and the public. Qualified applicants must also possess superior technical, organizational, verbal and written communication skills, including superior editing and proofreading skills; the ability to perform keyboard entries neatly and accurately at a minimum of seventy (70) words per minute; and demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints as required. Proficiency in Microsoft Word, WordPerfect, Excel, and other computer programs is required; familiarity with an electronic case filing management system is preferred. Discretion and the ability to maintain confidentiality are essential. Dictation skill preferred.

*General experience is defined as progressively responsible administrative and clerical experience that reflects the knowledge, discretion, and skills needed to perform the duties of the position. Specialized experience is defined as progressively responsible secretarial experience involving responsibility as the principal office

assistant to a supervisor dealing with law-related matters. A bachelor's degree may be substituted for the general work experience requirement. Legal or paralegal training may be substituted for up to two years of specialized work experience.

BENEFITS: 13 days of vacation leave per year for the first three years; increases with tenure. 13 days of sick leave and 10 holidays per year. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, long-term disability, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Social security coverage. 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, which are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Employees are required to use electronic funds transfer for payroll deposit.

TO APPLY: Please submit a cover letter and resume by email, **preferably as a single PDF file**, to resumes@ca2.uscourts.gov or by mail to:

Mr. Adam Coffey
Director of Human Resources
Thurgood Marshall U.S. Courthouse
40 Foley Square, Room 1400
New York, NY 10007
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THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.