

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



VACANCY ANNOUNCEMENT

December 10, 2015

Reference No.: FY 16-04

Position Title: Chief Circuit Mediator
Location: Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range: JSP 16 - JSP 17 (\$153,424 - \$201,100)
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled
Expected Start Date: March 1, 2016

The United States Court of Appeals for the Second Circuit invites applications for the position of Chief Circuit Mediator.

ABOUT THE CIVIL APPEALS MEDIATION PROGRAM: The Court's Civil Appeals Mediation Program ("CAMP") provides experienced and skilled circuit mediators to work with counsel and their clients to resolve disputes and clarify and narrow the issues on appeal. All counseled civil appeals are eligible for the mediation program, which the court provides at no cost to the parties.

POSITION OVERVIEW: The Chief Circuit Mediator is an executive with legal and administrative duties who serves under the direction of the Chief Judge and reports to the Director of Legal Affairs. The Chief Circuit Mediator conducts mediation conferences, supervises the Circuit Mediator and CAMP administrative staff, and serves as a liaison and trainer to the Court's appointed volunteer mediators. The Chief Circuit Mediator is responsible for various administrative and management matters, including personnel and statistical reporting; establishing and enforcing operating procedures and standards; and developing organizational goals and objectives.

At a mediation conference, the Court's mediator leads discussions of procedural and substantive legal issues; analyzes an appeal's settlement value; probes each party's interest in reaching a settlement; and helps parties create and explore alternatives to continued litigation. A successful mediator must be able to: (1) deal tactfully with fractious parties; (2) identify the legal, practical, and financial aspects of litigation that could lead to settlement; and (3) develop creative and practical solutions in a wide range of disputes.

REQUIRED QUALIFICATIONS: An applicant must have: (1) a Juris Doctor from an ABA-approved law school; (2) bar membership in good standing; (3) at least ten years of post-law school experience, including five years of federal court experience and substantial mediation experience; and (4) a demonstrated record of executive management responsibility. Formal mediation training is preferred. A qualified applicant will also possess excellent academic credentials; superior analytical and research skills; outstanding written and oral communication abilities; strong interpersonal skills; and a demonstrated ability to manage professional and administrative staff. The Chief

Circuit Mediator position also requires a thorough knowledge of civil litigation and experience working with the Federal Rules of Civil Procedure and the Federal Rules of Appellate Procedure.

BENEFITS: 13 days of vacation for the first three years; increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term disability coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K plan). 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: An application package must include a cover letter, resume, salary history, list of three references, and self-edited writing sample (limited to 10 pages). Please submit the application package by email **as a single PDF attachment** 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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Candidates selected for an interview will be notified and must travel to the Court at their own expense.

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