

United States Court of Appeals for the Second Circuit



Vacancy Announcement

January 15, 2016
Reference # FY16-05

Position Title: Staff Attorney
To begin in August 2016

Location: Office of Legal Affairs, 40 Foley Square, NYC

Classification Level: CL 27

Salary Range: \$66,940 - \$87,033

Closing: Open until filled

Position Overview: The Staff Attorney's Office assists the judges of the U.S. Court of Appeals for the Second Circuit with 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 proposed opinions and orders, and provide three-judge panels with legal advice regarding the appropriate disposition. Staff Attorneys are appointed for a two-year term.

Staff Attorneys develop deep expertise in prisoners' rights, civil procedure, constitutional law, employment discrimination, social security, criminal law and sentencing, commercial law and immigration law.

Requirements: 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. Applicants should have a strong interest in criminal law and procedure, administrative law, employment law, immigration law and civil rights issues. 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, with the reference # FY16-05 in the subject line, or via OSCAR at <https://oscar.uscourts.gov>.

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.