

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

**Position Title:** Circuit Mediator  
**Reference No.:** FY 16-13  
**Location:** Thurgood Marshall U.S. Courthouse, New York, NY  
**Salary Range:** CL 32 (\$124,404 - \$154,239)  
**Closing Date:** Open Until Filled

---

The United States Court of Appeals for the Second Circuit invites applications for the position of 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. Most counseled civil appeals are eligible for the mediation program, which the court provides at no cost to the parties.

**POSITION OVERVIEW:** The Circuit Mediator, who reports to the Chief Circuit Mediator, conducts mediation conferences, helps manage the Court-Appointed Mediator Program, and assists the Chief Circuit Mediator with statistical reporting and screening for the cases most suitable for mediation.

At the mediation conference, the Circuit 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 eight years of post-law school experience, including five years of federal court litigation experience at the district and appellate levels; (4) substantial mediation experience, and preferably formal mediation training; (5) thorough knowledge of civil litigation and the federal rules of procedure; and (6) an ability to work independently without supervision, to exercise judgment and discretion in maintaining party confidences, control direction of negotiations, and problem solve within a court environment. 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 work effectively and cordially with professional and administrative staff.

**BENEFITS:** 13 days of vacation for the first three years, which 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 care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). 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, at least one of whom is counsel who participated in a mediation before the applicant, 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](mailto:resumes@ca2.uscourts.gov), subject line “Circuit Mediator, Reference No. FY 16-13,” 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  
Reference No.: FY 16-13

While the position is open until filled, there is no guarantee that applications received after August 19 will be reviewed. Interested applicants are strongly encouraged to apply immediately.

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