

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



**VACANCY ANNOUNCEMENT**

May 31, 2016

**Reference No.: FY 16-14**

**Position Title:** Assistant Secretary to a Senior Circuit Judge  
**Location:** New Haven, CT  
**Salary Range:** JSP 9 – JSP 10 (\$55,327 – \$79,207)  
*Depending on experience, present salary, and qualifications*  
**Closing Date:** Open Until Filled  
Expected Start Date: Anytime on or after June 6, 2016

---

**POSITION OVERVIEW:** The United States Court of Appeals for the Second Circuit invites applications for the position of Assistant Secretary to a Senior Circuit Judge. The Assistant Secretary 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 five 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 that provided exposure to law-related matters. Education in a college, university, or secretarial school may be substituted for up to two years of general work experience. Legal or paralegal training may be substituted for up to two years of specialized work experience.

**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:** Please submit a cover letter and resume by email, preferably as a single PDF attachment, to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line “Assistant Secretary, Reference No. FY 16-14,” 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 16-14

Initial review of applications begins June 3, 2016. While the position is open until filled, there is no guarantee that applications received after June 3 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.**