

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 6, 2018

Reference No.: FY 18-16

Position Title: Supervisory Staff Attorney
Location: Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range: CL 31 (\$111,120 - \$164,200) depending on qualifications
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of **Supervisory Staff Attorney**.

OFFICE OVERVIEW: The Staff Attorney's Office is a central legal staff that provides legal advice to all 22 judges of the court on habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. The Staff Attorney's Office has approximately twenty-five attorneys, including career supervisory staff attorneys, career staff attorneys, and term staff attorneys.

POSITION OVERVIEW: Each supervisory staff attorney supervises four to six staff attorneys. The staff attorneys function as law clerks: they review case records and filings, conduct legal research, and provide three-judge panels with bench memoranda and proposed orders and opinions. The supervisory staff attorneys' primary responsibility is to work with the staff attorneys to ensure that their bench memoranda convey accurate legal research in a clear, concise, and objective manner. The supervisory staff attorneys' managerial duties include recruiting, training, and evaluating the staff attorneys, in addition to overseeing the staff attorneys' assignments and workload. The supervisory staff attorneys also write bench memoranda and proposed orders for appeals and other matters before the court; handle various case management duties; and work on special projects.

REQUIREMENTS: An applicant must have a JD degree from an ABA-approved law school, outstanding academic credentials, and superior skills in analysis, research, writing, and editing. Also required are at least five years of post-JD experience, including three years of federal court experience, and expertise in federal appellate practice, civil and criminal procedure, constitutional law, and some work with the state law of New York, habeas corpus, civil rights, and employment law. Management experience and strong communication and interpersonal skills are essential. Experience as a staff attorney or chambers law clerk is preferred.

BENEFITS: Thirteen days of vacation for the first three years, increasing with tenure. Thirteen days of sick leave and ten 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).

APPLICATION PROCEDURE: An application package must include a cover letter, resume, law school transcript, two self-edited writing samples (limited to 10 pages each), and contact information for at least three professional references. Please submit the application package by email as a single PDF attachment to resumes@ca2.uscourts.gov, subject line: Supervisory Staff Attorney, Reference No. FY 18-16. Interested applicants are strongly encouraged to apply immediately. Initial review of applications begins May 18, 2018; there is no guarantee that applications received after this date will be reviewed.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. For details about the citizenship requirements for employment in the federal judiciary, click [here](#). 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. Direct deposit of pay is required.