

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

July 6, 2018

Reference No.: FY 18-21

Position Title: Chief Deputy Clerk
Location: Clerk's Office, New York, NY
Salary Range: To JSP 16 (\$162,903 – \$174,500)
Dependent upon experience, education, and qualifications
Closing Date: July 18, 2018

The United States Court of Appeals for the Second Circuit is accepting applications for the position of Chief Deputy Clerk.

ABOUT THE SECOND CIRCUIT CLERK'S OFFICE: The Clerk of Court is the senior non-judicial operations officer for the Court of Appeals, statutorily charged with maintaining a complete record of all court filings and judicial proceedings, and certifying to the accuracy of filings, proceedings and decisions. The Clerk supervises the case management of all appeals filed in the Second Circuit, from the time the court acquires jurisdiction through disposition and the issuance of the mandate at the end of the case. The Clerk ensures compliance with the statutes, and federal and local rules that pertain to appeals and oversees the administrative operations ancillary to the determination of appeals. For more information about the Court of Appeals, please visit <http://www.ca2.uscourts.gov>.

POSITION OVERVIEW: The Chief Deputy Clerk of the Court of Appeals is the second ranking officer in the Clerk's Office. At the direction of the Clerk, the Chief Deputy assists in the conduct of the court's business, including: case management, manual and electronic records maintenance, court calendars oversight, statistical reporting, opinion publication and circulation, staff management and development, and special projects.

The Chief Deputy also monitors the effectiveness of case management procedures, supervises data collection; oversees fee collections and attorney admissions; advises the Clerk on matters pertaining to substantive and procedural law; participates in the development of new case management technology; assists in the adoption and implementation of rules and policies consistent with the Federal Rules of Appellate Procedure and the U.S. Code to better serve judges, the bar, litigants and the public.

REQUIREMENTS: J.D. degree, minimum 8 years litigation or court-related experience - appellate practice a plus. Facility with case management systems. Progressively responsible experience in administration, management and/or staff supervision. Excellent writing, communication and oral presentation skills.

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. Direct deposit of pay required.

TO APPLY: An application package must include: a cover letter identifying how your experience relates to the duties of this position, resume, salary history, and self-edited writing sample (limited to 10 pages). Please submit the application package **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line: Chief Deputy Clerk, Reference No. FY 18-21. Only candidates selected for an interview will be notified and must travel at their own expense.

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