

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

December 18, 2019

**Reference No.: FY 20-07**

**Position Title:** Assistant Circuit Executive for Legal Affairs and Administration  
**Location:** Office of the Circuit Executive, New York, NY  
**Salary Range:** CL 30-31 (\$99,650 - \$170,800)  
*Depending on experience and qualifications*  
**Closing Date:** Open Until Filled

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The Office of the Circuit Executive for the Second Circuit is accepting applications for the position Assistant Circuit Executive for Legal Affairs and Administration.

**Position Overview:** The Assistant Circuit Executive for Legal Affairs and Administration is the principal legal adviser to the Circuit Executive, assisting the Circuit Executive in providing legal and policy advice to judges, senior court executives, and other employees on a wide range of legal and policy issues affecting judicial administration, including ethics, employment law, appropriations, procurement, travel, real estate, rulemaking, contracts, financial disclosure, and judicial misconduct. The incumbent works with judges, various circuit and court committees, and senior court executives in the formulation and drafting of circuit and court policies. The incumbent also performs important administrative functions involving the [Justice for All: Courts and the Community](#) civic education initiative, circuit conferences, and other matters. The incumbent routinely liaises with employees of the Administrative Office of the United States Courts, including with attorneys in the Office of the General Counsel. The incumbent reports to the Circuit Executive.

**Qualifications:** Applicants must possess (1) a Juris Doctor degree from an ABA-approved law school; and (2) membership in good standing in the bar of a state, territory, commonwealth, or federal court of general jurisdiction. Qualified applicants must also possess excellent academic credentials; superior analytical, research and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; and a keen interest in judicial administration.

**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). 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:** Please submit a cover letter and resume as a single PDF attachment by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: ACE for Legal Affairs, Reference No. FY 20-07. When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname. Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately.

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