

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

February 4, 2020

Reference No.: FY 20-12

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| Position Title: | Judicial Assistant to Richard J. Sullivan, United States Circuit Judge |
| Location: | New York, New York |
| Salary Range: | JSP 5 – JSP 10 (\$40,345 - \$67,320) <i>Depending on experience, present salary, and qualifications</i> |
| Closing Date: | Open Until filled - This is a minimum two-year commitment. The position will not be available until June 2020. |

The United States Court of Appeals for the Second Circuit invites applications for the position of Judicial Assistant to United States Circuit Judge Richard J. Sullivan.

POSITION OVERVIEW: The Judicial Assistant is responsible for the day-to-day operation of chambers and provides administrative and case-related support to Judge Sullivan and the law clerks working in his chambers. The Judicial Assistant 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; performs assorted receptionist tasks; maintains filing systems; conducts online research on special topics as needed; and performs a variety of confidential tasks.

REQUIRED QUALIFICATIONS: Applicants must possess a bachelor's degree. 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 be highly motivated and extremely detail-oriented; must possess superior technical, organizational, verbal, and written communication skills, including superior editing and proofreading skills; and must have a demonstrated ability to understand material contained in legal opinions and orders, and to make revisions under time constraints as required. Proficiency in Microsoft Word, WordPerfect, Excel, and other computer programs is required. Discretion and the ability to maintain confidentiality are essential.

BENEFITS: 13 days of vacation each year, 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, subject line: Judicial Assistant, Reference No. FY 20-12. **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. While the position is open until filled, there is no guarantee that applications received after March 1 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.