

# United States Court of Appeals for the Second Circuit



## Vacancy Announcement

July 9, 2020

Reference # FY20-28

|                              |  |
|------------------------------|--|
| <b>Position Titles:</b>      | <b>Staff Attorney</b>                                |
|                              | <b>To begin in August 2021</b>                       |
| <b>Location:</b>             | <b>Office of Legal Affairs, 40 Foley Square, NYC</b> |
| <b>Classification Level:</b> | <b>CL 27</b>   |
| <b>Salary Range:</b>         | <b>\$73,962 to \$96,149</b>                          |
| <b>Closing:</b>              | <b>Open until filled</b>                             |

The Court of Appeals for the Second Circuit is accepting applications for a Staff Attorney position. The Staff Attorney's Office provides legal advice to the judges on a variety of matters that come before the Court, including habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. On these matters, Staff Attorneys function as law clerks to the Court: they review case records and filings, conduct legal research, draft bench memoranda and opinions and orders, and provide three-judge panels with legal advice regarding the appropriate disposition. The appointment is for a two-year term.

**Position Overview:** Staff Attorneys develop expertise in prisoners' rights, civil procedure, constitutional law, employment discrimination, social security, criminal law and sentencing, and commercial law. Staff Attorneys on the immigration team handle a docket that includes challenges to the denial of applications for asylum, withholding of removal, or relief under the Convention Against Torture, as well as issues relating to the immigration consequences of criminal convictions. All attorneys are expected to track developments in Second Circuit and Supreme Court law. During the two-year term, Staff Attorneys may work on the full range of cases handled by the Office.

**Requirements:** Staff Attorneys must be able to convey the results of legal research in a clear, concise, and objective manner to the judges of the Second Circuit; draft, proofread, and edit legal documents with accuracy and speed; manage their time effectively to meet tight deadlines; and confidently recommend dispositions.

A successful applicant must have outstanding academic credentials and superior skills in analysis, research, writing, and editing. An applicant should have a strong interest in criminal law and procedure, administrative law, employment law, immigration law, and civil rights issues. A JD from an ABA-approved law school is required. Prior federal court experience, including judicial internships, is preferred. Law review or other legal publication experience is strongly preferred.

**Application Procedures:** An application package must include the following materials: a cover letter; resume, law school transcript, two writing samples (unedited by another person), and contact information for three references (if possible, all should be able to comment on your writing). An applicant interested in the immigration team should express that preference in the cover letter. **The application package may be submitted via email to [SAO\\_Applications@ca2.uscourts.gov](mailto:SAO_Applications@ca2.uscourts.gov), with the reference # FY20-28 in the subject line. The application package may also be submitted via OSCAR at <https://oscar.uscourts.gov/home>.**

**ALL APPLICANTS MUST BE U.S. CITIZENS OR LAWFUL PERMANENT RESIDENTS WHO ARE SEEKING U.S. CITIZENSHIP. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.**