

United States Court of Appeals for the Second Circuit



Vacancy Announcement

February 9, 2021
Reference # FY21-04

Position Title: Immigration Staff Attorney
Location: Office of Legal Affairs, 40 Foley Square, NYC
Classification Level: CL 27
Salary Range: \$59,750 to \$97,130
Closing: Open until filled

The Court of Appeals for the Second Circuit is accepting applications for an immigration 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 an immigration position, and for a one-year term.

Position Overview: Immigration Staff Attorneys handle a docket that principally involves 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. Immigration Staff Attorneys are expected to track developments in immigration law and policy, both in the federal courts and at the agency level, while also handling a substantial caseload. Immigration Staff Attorneys may also work on the full range of cases handled by the Staff Attorney's Office.

Requirements: Immigration 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 in order 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 immigration law. 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). The application package should be submitted via email to SAO_Applications@ca2.uscourts.gov, with the reference # FY21-04 in the subject line.

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.