

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

July 19, 2021

Reference No.: FY 21-10

Position Title: Judicial Assistant to a United States Circuit Judge
Location: New York, NY
Salary Range: JSP 10 – JSP 11 (\$67,992 – \$97,118)
Depending on experience, present salary, and qualifications
Closing Date: July 30, 2021

POSITION OVERVIEW: The Judicial Assistant provides administrative and case-related support to a federal circuit judge and the law clerks working in the judge's chambers. Duties include, but are not limited to: working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs; developing and maintaining electronic and paper filing systems for chambers; conducting research for speeches; monitoring and managing incoming and outgoing email and paper correspondence; receptionist duties; preparing disclosure reports and travel vouchers, and helping with annual interviewing and orienting of law clerks. This position has a minimum two-year commitment.

DUTIES AND RESPONSIBILITIES: 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; receives telephone calls and visitors and responds to inquiries; receives, circulates, and files incoming correspondence; maintains filing systems; and performs a variety of confidential tasks.

QUALIFICATIONS: Applicants should possess (1) a bachelor's degree (2) between four and six years of specialized work experience;* and (3) have experience working in a busy, fast-paced office. Qualified applicants must be highly motivated, and an extremely detail-oriented individual with a strong interest in learning about the federal judiciary and its workings. Demonstrated trustworthiness, absolute discretion, excellent oral and written communication skills, and strong interpersonal skills are essential for this position. The ability to multi-task and exercise independent judgment are also necessary skills for this role. A desirable candidate possesses superior technical and organizational skills, including superior editing and proofreading skills; the ability to perform keyboard entries neatly and accurately at a minimum of seventy (70) words per minute; and demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints as required. Proficiency in Microsoft Word, WordPerfect, Excel, and other computer programs is required; familiarity with an electronic case filing management system is preferred. Discretion and the ability to maintain confidentiality are essential. Dictation skill preferred.

*General experience is defined as progressively responsible administrative and clerical experience that reflects the knowledge, discretion, and skills needed to perform the duties of the position. Specialized experience is defined as progressively responsible secretarial experience that provided exposure to law-related matters. Education in a college, university, or secretarial school may be substituted for up to two years of general work experience. Legal or paralegal training may be substituted for up to two years of specialized work experience.

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. Employees are required to use electronic funds transfer for payroll deposit.

TO APPLY: Please submit a cover letter and resume by email, **as a single PDF attachment**, to resumes@ca2.uscourts.gov, the subject line should reflect: Judicial Assistant, Reference No. FY 21-10. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Interested applicants are strongly encouraged to apply immediately.

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