

**UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT**



VACANCY ANNOUNCEMENT

March 16, 2022

Reference No.: FY 22-06

Position Title:	Supervisory Staff Attorney
Location:	Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range:	CL 31 (\$121,967 - \$176,300) <i>Depending on experience and qualifications</i>
Closing Date:	Open Until Filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of **Supervisory Staff Attorney**.

OFFICE OVERVIEW: The Staff Attorney's Office is a central legal staff that provides legal advice to all 26 judges of the court on matters including habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. The Staff Attorney's Office has approximately 28 attorneys, including career supervisory staff attorneys, career staff attorneys, and term staff attorneys.

POSITION OVERVIEW: Each supervisory staff attorney supervises four to six staff attorneys. The staff attorneys function as law clerks: they review case records and filings, conduct legal research, and provide three-judge panels with bench memoranda and proposed orders and opinions. The supervisory staff attorneys' primary responsibility is to work with the staff attorneys to ensure that their bench memoranda convey accurate legal research in a clear, concise, and objective manner. The supervisory staff attorneys' managerial duties include recruiting, training, and evaluating the staff attorneys, in addition to overseeing the staff attorneys' assignments and workload. The supervisory staff attorneys also write bench memoranda and proposed orders for appeals and other matters before the court; handle various case management duties; and work on special projects.

REQUIREMENTS: An applicant must have a JD degree from an ABA-approved law school, outstanding academic credentials, and superior skills in analysis, research, writing, and editing. Also required are at least five years of post-JD experience, including three years of federal court experience, and expertise in federal appellate practice, civil and criminal procedure, constitutional law, and some work with the state law of New York, habeas corpus, civil rights, and employment law. Strong communication and interpersonal skills are essential. Supervisory experience and experience as a staff attorney or chambers law clerk is preferred.

BENEFITS: Thirteen days of vacation for the first three years, increasing with tenure. Thirteen days of sick leave and eleven 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).

APPLICATION PROCEDURE: An application package must include a cover letter, resume, law school transcript, two self-edited writing samples (limited to 10 pages each), and contact information for at least three professional references. Please submit the application package by email as **a single PDF attachment** to resumes@ca2.uscourts.gov, subject line: Supervisory Staff Attorney, Reference No. FY22-06. **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.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. For details about the citizenship requirements for employment in the federal judiciary, click [here](#). 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 is required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption. “Fully vaccinated” means that two weeks have passed after the second dose of a two-dose vaccine (Pfizer and Moderna) or that two weeks have passed after the one-dose vaccine (Johnson and Johnson).

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