

United States Court of Appeals for the Second Circuit



Vacancy Announcement **INTERNAL ONLY**

May 29, 2020
Reference No.: FY20-26

Position Titles:	Career Staff Attorney
Location:	Office of Legal Affairs, 40 Foley Square, NYC
Classification Level:	CL 28
Salary Range:	\$70,901 to \$115,275
Closing:	Open until filled

The Court of Appeals for the Second Circuit is accepting applications for a Career Staff Attorney position.

Office Overview: The Staff Attorney's Office is a central legal staff that provides legal advice to the judges of the Second Circuit on a variety of legal matters, including habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. The Staff Attorney's Office has approximately 25 attorneys, including career supervisory staff attorneys, career staff attorneys, and term staff attorneys.

Position Overview: Staff attorneys function as law clerks: they review case records and filings, conduct legal research, and provide three-judge panels with bench memoranda and draft opinions and orders. A Career Staff Attorney may work on the full range of cases handled by the Office, and will also handle various case management duties, work on special projects, and train new staff attorneys. A Career Staff Attorney develops deep expertise in prisoners' rights, civil procedure, constitutional law, employment discrimination, social security, criminal law and sentencing, immigration, and commercial law. Career Staff Attorneys act as mentors to term Staff Attorneys and supervise both legal and non-legal interns. In addition, Career Staff Attorneys may be asked to assist in the screening of cases for appellate jurisdiction and in the administration of the attorney grievance process. All attorneys are expected to track developments in Second Circuit and Supreme Court law relevant to their work.

Requirements: A Career Staff Attorney 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 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 general appellate practice, criminal law and procedure, administrative law, employment law, immigration law, habeas corpus law, and/or civil rights issues. A J.D. from an ABA-approved law school is required. Also required are at least four years of post-J.D. experience. Prior federal court experience, including judicial internships and clerkships, is preferred. Law review or other legal publication experience is strongly preferred.

Benefits: Thirteen days of vacation for the first three years, increasing with tenure. Thirteen days of sick leave and ten 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 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 may be submitted via email to SAO_Applications@ca2.uscourts.gov, with the reference # FY20-26 in the subject line.

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 IS REQUIRED.