

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

August 18, 2023

**Reference No.: FY23-37**

**Position Title:** Staff Attorney  
**Location:** Office of Legal Affairs, 40 Foley Square, NYC  
**Grade/Step:** CL 27/25 – CL 27/61  
**Salary Range:** \$80,769-\$105,032  
**Closing Date:** Open Until Filled

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The Court of Appeals for the Second Circuit is accepting applications for a Staff Attorney position, to begin in August 2024. The Staff Attorney's Office provides legal advice to the judges of the Second Circuit on a variety of matters, 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 recommendations as to the appropriate disposition of matters that come before the Court. The appointment is for a two-year term.

**Position Overview:** Staff Attorneys develop expertise in prisoners' rights, civil procedure, constitutional law, employment discrimination, immigration, federal and appellate procedure and jurisdiction, social security, and criminal law and sentencing. 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. Staff 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.

**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. 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 (preferably 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 immigration work 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 # FY23-37 in the subject line. The application package may also be submitted via OSCAR at <https://oscar.uscourts.gov/home>. The Court prefers applications submitted via OSCAR.

**Conditions of Employment:** 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. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start.

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