

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Director of Legal Affairs (Senior Staff Attorney)
Reference No.: FY 18-03
Location: Thurgood Marshall U.S. Courthouse, New York, NY
Salary Range: JSP-17 (\$183,237 to \$205,100) depending on qualifications
Closing Date: January 12, 2018 or until filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of **Director of Legal Affairs (Senior Staff Attorney)**.

ABOUT THE OFFICE OF LEGAL AFFAIRS: The Office of Legal Affairs is composed of the Staff Attorney's Office (SAO), a central legal staff that serves all the judges, and the Civil Appeals Mediation Program (CAMP).

CAMP has two mediators, two administrative personnel, and a panel of fifteen volunteer mediators. All civil counseled appeals are eligible for mediation, which aims to resolve dispute or refine issues early in the appellate process.

The SAO has seven administrative personnel, five career supervisory staff attorneys, and twenty-four staff attorneys, most of whom serve staggered two-year terms. The staff attorneys submit bench memoranda and proposed orders in approximately half of the Court's cases. The SAO handles (1) pro se appeals, which run the gamut of the Court's civil docket, including employment discrimination, bankruptcy, tax, and civil rights cases; (2) immigration cases (petitions for review from orders of the Board of Immigration Appeals); (3) civil and criminal counseled motions; (4) civil and criminal pro se motions, including those seeking in forma pauperis status, certificates of appealability for habeas appeals, and appointment of counsel; (5) judicial conduct and attorney misconduct complaints; and (6) other legal research.

POSITION OVERVIEW: The Director of Legal Affairs is an executive position appointed by the Court of Appeals pursuant to 28 U.S.C. § 715. The Director oversees the SAO and CAMP, including recruitment and training of staff attorneys and other employees, statistical reporting, and legal research and writing. The Director also evaluates candidates for the Court's pro bono attorney panel.

REQUIRED QUALIFICATIONS: Candidates need (1) a JD degree from an ABA-approved law school; (2) membership in good standing in the bar of a state, or of a territorial or federal court of general jurisdiction; (3) expertise in federal appellate, civil, and criminal procedure, as well as constitutional law; and (4) at least ten years of post-law school experience, including three years of federal court experience and at least five years of executive management responsibility. Qualified candidates also will possess excellent academic credentials, superior analytical, research and writing skills, outstanding written and oral communication abilities, strong interpersonal skills, and a demonstrated ability to manage professional staff.

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).

CONDITIONS OF EMPLOYMENT: The selected candidate will be subject to a full F.B.I. background investigation, and appointment depends on a favorable suitability determination. An initial ten-year background check will be updated every five years. All employees of the federal judiciary are at will employees and are required to adhere to a Code of Conduct, which is available upon request. The position is subject to mandatory electronic funds transfer for the payment of salary. A candidate must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship.

TO APPLY: Submit a cover letter, resume, list of three professional references, and self-edited writing sample (limited to five pages) by email **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line “Director of Legal Affairs, Reference No. FY 18-03,” or by mail to:

Mr. Adam Coffey
Director of Human Resources
Thurgood Marshall U.S. Courthouse
40 Foley Square, Room 1400
New York, NY 10007
Reference No.: FY 18-03

While the position is open until filled, candidates will be interviewed on a rolling basis and applications received after January 12, 2018 may not be reviewed. Candidates are encouraged to apply immediately.

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