

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Administrative Assistant
Reference No.: FY 15-18
Location: Office of Legal Affairs, New York, NY
Salary Range: CL 23/1 - CL 23/25 (\$35,689 - \$44,617)
Salary commensurate with experience, qualifications, and education
Closing Date: August 7, 2015

Office Overview: The Office of Legal Affairs consists of the Staff Attorney's Office and the Circuit Mediation Office. The Staff Attorney's Office handles pro se appeals, substantive motions (both pro se and counseled), and immigration matters. Its legal staff consists of five supervisory staff attorneys and 24 staff attorneys. The court's two Circuit Mediators hold pre-argument mediation conferences in civil counseled appeals.

Position Overview: The Administrative Assistant works on a team of eight staff members who support the attorneys in the Office of Legal Affairs. Duties of the job include: serving as receptionist; preparing form letters, notices, and other correspondence; performing data entry; generating reports from databases; tracking statistics and data; screening, sorting, and routing incoming and outgoing mail to appropriate persons or offices; maintaining, updating, and tracking paper and electronic files; scanning, copying, filing, stamping, and retrieving files and documents; scheduling appointments and meetings; and maintaining staff calendars.

Required Qualifications: The position requires a high school degree or equivalent and at least two years of experience; a bachelor's degree is preferred. The position requires proficiency in Microsoft Word and Excel (Sharepoint and Power Point are preferred); strong organizational, interpersonal, oral, and written communication skills; fast and accurate data entry skills; and the ability to prioritize work assignments. Meticulous attention to detail in a fast-paced, team-based environment and a demonstrated ability to handle confidential information is critical.

Benefits: 13 days of vacation leave per year for the first three years, with increases with tenure. 13 days of sick leave and 10 holidays per year. Choice of several employer-subsidized federal health and life insurance plans, with optional dental, vision, long-term disability, and long-term care insurance coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Social security coverage. 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 fingerprint and background check. Employees are required to use electronic funds transfer for payroll deposit.

To Apply: Please submit a cover letter and resume **as a single PDF file** by e-mail to resumes@ca2.uscourts.gov, subject line: Administrative Assistant, Reference No. FY 15-18.