

*United States Court of Appeals  
for the Second Circuit*



**VACANCY ANNOUNCEMENT**

**February 15, 2012  
Reference# FY12-07**

***Position Title:*** Administrative Assistant

***Location:*** Office of the Circuit Executive, 500 Pearl Street, NYC

***Salary Range:*** CL 23 (Starting Salary: \$34,964)  
Depending on qualifications and experience.

***Closing Date:*** Open Until Filled

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***Position Overview:*** The Administrative Assistant is an entry level position in the Circuit Executive Suite. Duties include: heavy phones; handling correspondence; filing; assisting with court meetings and events; photocopying; scanning documents; travel arrangements and performing other administrative tasks as assigned. Candidate must be able to maintain confidentiality. The assistant may assist various departments within the Office of the Circuit Executive as needed. Other duties may be assigned.

***Requirements:*** Applicants must have knowledge of Microsoft Word, Excel and WordPerfect. Must be able to work in a team based environment. Minimum of two years office experience is also required. Travel is required.

***To apply, please submit a cover letter along with your resume via email to:***

**[Adminasst@ca2.uscourts.gov](mailto:Adminasst@ca2.uscourts.gov)**

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER**