

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

*April 5, 2012
Reference# FY12- 24*

Position Title: Assistant Circuit Executive for Policy
(Temporary Position NTE 9/30/12)

Location: Circuit Executive's Office, NYC

Salary Range: CL30 (\$87,212 - \$141,737)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: This position is located in the Circuit Executive's office. The incumbent is a registered member of the bar and is required to earn annual continuing legal education credits to maintain membership. The incumbent provides substantive legal analysis and advice concerning the operations of the Circuit Executive's Office and assists in carrying out the policy of the Second Circuit Judicial Council. The incumbent is required to edit and write manuals related to personnel, property management and budget.

Funding for this position is subject to the availability of funds.

Requirements: Applicants must have JD degree from a law school of recognized standing plus 3 years of specialized experience and admission to the bar of any state within the U.S. Must have progressively responsible experience in the practice of Law, in legal research, legal administration or equivalent experience gained after graduation from law school. Must have excellent communications and writing skills and the ability to work within deadlines. Must be proficient in WordPerfect and Windows and have excellent research and writing skills which include proofreading and editing. **MUST BE U.S. CITIZEN.**

Please submit two of each (cover letter and résumé) to:

Evelyn Ortiz, HR Director
United States Court of Appeals, Second Circuit
40 Foley Square
New York, NY 10007
Attn.: Human Resources, Reference #FY12- 24

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

EQUAL OPPORTUNITY EMPLOYER