

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

September 9, 2013
FY13-16

Position Title: Judicial Assistant to United States Circuit Judge
Location: U.S. Court of Appeals, 2nd Circuit, **Chambers located at
225 Cadman Plaza East, Brooklyn, NY 11201**

Salary Range: Salary JSP 9 - JSP 11 (\$53,500 - \$64,729)
depending on experience, salary, and qualifications (**Applicants
currently at JSP 11 range, salary to be discussed.**)

Closing Date: **Open Until Filled**

BACKGROUND: The United States Court of Appeals for the Second Circuit is accepting resumes for a Judicial Assistant. The Judicial Assistant is responsible for the day-to-day operations of a judicial chambers and provides administrative support to a federal judge.

DUTIES AND RESPONSIBILITIES: Prepares a variety of legal material and correspondence; gathers and maintains an accurate accounting of the Judge's statistical data for reporting to the Administrative Office of the United States Courts; schedules appointments and meetings; makes travel arrangements; receives telephone calls and visitors and responds to their inquiries; receives and reads incoming correspondence; maintains filing systems; performs a variety of confidential tasks.

REQUIRED QUALIFICATIONS: To qualify for this position, the candidate must be proficient in office management and possess excellent technical, communication and organizational skills. The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, federal agency officials, and the public.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: To possibly qualify for the higher level salary, eight (8) years of progressively responsible secretarial experience with at least six (6) of those eight years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters. Proficient in WordPerfect or Word, Excel or other spreadsheet tool, and other computer programs. Excellent command of English grammar, proofreading and drafting simple orders and letters. The ability to perform keyboard entries neatly and accurately at a minimum of seventy (70) words per minute. Demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints if required.

PLEASE SUBMIT TWO COVER LETTERS AND TWO COPIES OF YOUR RÉSUMÉ TO:

**Evelyn Ortiz, Human Resources Director
United States Court of Appeals for the Second Circuit
40 Foley Square
New York, New York 10007
Reference #FY13-16**

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

Applicant selected will be subject to a background check.