

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

August 1, 2024

Reference No.: FY 24-24

Position Title: Paralegal to Myrna Pérez, U.S. Circuit Judge
Location: New York, NY
Salary Range: JSP 9 – JSP 11 (\$70,448 - \$110,803)
Depending on experience, present salary, and qualifications
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit invites applications for the position of Paralegal to a United States Circuit Judge.

POSITION OVERVIEW: The Paralegal is responsible for the day-to-day operation of chambers and performs administrative and legal duties as assigned by Judge Pérez. The Paralegal prepares a variety of legal material and correspondence; receives and organizes case files; provides proofreading and editing assistance; arranges filing of orders and opinions; works with the law clerks to update and maintain the chambers case-tracking spreadsheet; schedules appointments and meetings on behalf of the Judge; makes travel arrangements and handles travel reimbursement; assists with submitting the Judge's annual financial disclosure report; assists with the hiring and onboarding of law clerks and interns; performs assorted receptionist tasks; helps with the planning and hosting of chambers and court events; maintains supplies and oversees chambers organization; maintains filing systems; and performs a variety of confidential tasks at the request of the Judge.

REQUIRED QUALIFICATIONS: Applicants must possess (1) a bachelor's degree or paralegal certificate from an accredited program and (2) one to three years of specialized work experience.* The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, other judicial chambers, federal agency officials, and the public. Qualified applicants must also possess: superlative technical, organizational, verbal and written communication skills, including superior editing and proofreading skills; the ability to perform keyboard entries neatly and accurately; and demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints as required. Proficiency in Microsoft Word, WordPerfect, Excel, and other computer programs is required; familiarity with an electronic case filing management system is preferred. The candidate will have the ability to thrive and lift up others in an environment that is mission-centered, deadline-driven, team-based, and highly dynamic. Discretion and the ability to maintain confidentiality are essential.

*Specialized work experience is defined as progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. A Juris Doctor (JD) from an ABA-approved law school may be substituted for some specialized work experience.

BENEFITS: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 11 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). 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 background check. Direct deposit of pay required.

TO APPLY: Please submit a cover letter and resume **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line: Paralegal, Reference No. FY 24-24. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. No phone calls, please.

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