

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

October 4, 2024

Reference No.: FY 25-01

Position Title: Administrative Support Clerk
Location: Clerk's Office, New York, NY
Salary Range: \$46,606 –\$55,192 (CL23/1 - CL23/20)
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled

POSITION OVERVIEW: The Clerk's Office seeks a highly motivated, responsible, detail-oriented Administrative Support Clerk to assist in daily administrative duties. The Administrative Support Clerk will assist in administering a wide range of administrative services such as: servicing the public counter and handling requests for Court documents from the bench, bar and public. They will provide administrative assistance to managers, supervisors, and other staff including data entry, filing briefs, copying, answering the phone, taking messages, emailing, scanning, retrieving, and boxing documents. The incumbent must be able to work with a team and have excellent communication skills.

REQUIRED QUALIFICATIONS: In order to qualify for this position, you must possess a high school diploma or equivalent; however, a college degree is preferred. Applicants must have two years of 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 position's duties. Education above the high school level may be substituted for required experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Applicants must be skilled in data entry and have knowledge of Microsoft Word, Excel and be comfortable with using various computer programs. Applicants must be able to work at least 40 hours per week from Monday through Friday, 8:30 AM - 5:00 PM. More than one position may be filled.

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). 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. The applicant(s) selected for the position will be brought on provisionally pending the results of a fingerprint and background check. Direct deposit of pay is required.

TO APPLY: Please submit a cover letter and resume **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line: Admin Support Clerk, Reference No. FY 25-01. **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.