

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

March 27, 2025

Reference No.: FY 25-06

Position Title: Paralegal to Michael H. Park, U.S. Circuit Judge
Location: New York, NY
Salary Range: JSP 7/1 – JSP 11/1 (\$58,876 - \$87,133)
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 the Judge. The administrative duties include managing files, organizing case materials, reviewing correspondence, tracking deadlines, receiving telephone calls and visitors, preparing expense reports, and the like. The legal duties include reviewing orders in civil and criminal cases, providing research support to law clerks, editing and cite checking, and maintaining electronic case files. Other responsibilities include helping the Judge manage his involvement with various judicial committees and other responsibilities, and maintaining office functionality, from ordering supplies to coordinating technical assistance.

REQUIRED QUALIFICATIONS: Applicants must possess a bachelor's degree or paralegal certificate from an accredited program. One to three years of specialized work experience is preferred but not necessary.* 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 superior technical, organizational, verbal and written communication skills, including editing and proofreading skills; and the ability to understand material contained in legal opinions and orders and to make revisions under time constraints as required. Proficiency in Microsoft Word, Excel, and other computer programs is required. 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.

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 25-06. **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.