

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

October 23, 2025

Reference No.: FY26-01

Position Title: Judicial Assistant/Paralegal to Judge Merriam
Location: Bridgeport, Connecticut [On-site Position]
Salary Range: JSP 10/1 – JSP 11/1 (\$79,306 - \$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 Judicial Assistant/Paralegal to United States Circuit Judge Sarah A. L. Merriam.

POSITION OVERVIEW: The JA/Paralegal is responsible for the day-to-day operation of chambers and provides administrative and case-related support to Judge Merriam and the law clerks working in her chambers. The incumbent drafts and prepares a variety of legal material and correspondence; receives and organizes case files; arranges filing of orders and opinions; schedules appointments and meetings; performs assorted receptionist tasks; maintains filing systems; conducts research as needed; cite-checks and proofreads memoranda and decisions; and performs a variety of confidential tasks.

The primary duty station for this position is expected to move from Bridgeport, Connecticut, to New Haven, Connecticut, in early 2026. This position will begin as a durational assignment, from the date of hire through January 2027; it may be possible for the position to become permanent, depending on the circumstances. The position requires travel to New York City approximately 30-40 days per year. For most employees, the costs of travel, including overnight accommodation, are fully reimbursable.

REQUIRED QUALIFICATIONS: Applicants must possess a bachelor's degree or paralegal certificate from an accredited program. Two to five years of specialized work experience is required for salary placement at the JSP 10 or higher.* 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 be highly motivated and extremely detail-oriented; must possess superior technical, organizational, verbal, and written communication skills, including superior editing and proofreading skills; and must have a demonstrated 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 each year, 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, resume, writing sample, and list of references **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, **subject line: JA/Paralegal, Reference No. FY26-01.** **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** The writing sample should be an example of the candidate’s own work that has not been edited by others; it need not relate to legal work specifically. Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately. This is a fully in-person position. No phone calls, please.

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