

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

December 15, 2025

Reference No.: FY 26-05

Position Title: Interior Designer
Location: Office of the Circuit Executive, New York, NY
Salary Range: CL 26 (\$63,447 - \$103,094)
Depending on experience, present salary, and qualifications
Closing Date: Open Until Filled

The Space and Facilities Department in the Office of the Circuit Executive for the Second Circuit is accepting applications for an **Interior Designer**.

Position Overview: The Interior Designer is primarily responsible for assisting the Space and Facilities Department in developing designs for construction finishes, furniture selections, and coordinating the purchases and installations of these designs. This work is associated with both renovation projects and new space projects. Projects range from small to large scale installations. The Interior Designer's responsibilities include having relationships with furniture, fabric, wall covering, and drapery vendors; maintaining a finish library of materials; designing interior space layouts for projects; formulating and recommending space planning options for review by senior court executives and various court committees; creating bid packages for furniture procurements; developing project budgets; maintaining furniture inventories and disposal records; and assisting in the review of design and construction drawings, specifications, schedules, and cost estimates for compliance with various regulations. The Interior Designer frequently interacts with judges, senior court executives, chambers staff, other court personnel, and employees of the Administrative Office of the United States Courts.

Qualifications: Applicants must possess (1) a bachelor's degree in interior design or a related field; (2) at least two years of post-college experience in design; (3) proven proficiency in Microsoft Word, Excel, AutoCAD, BIM, Revit, SketchUp, and other three-dimensional modeling programs for design; (4) the ability to understand construction documents and blueprints; and (5) be a self-starter who can develop and manage projects. Qualified applicants must also possess a deep knowledge of all aspects of interior design; a thorough understanding of applicable building codes, policies, and procedures; superior skills in designing, renovating, and altering office spaces; outstanding written and oral communication abilities; strong project management, organizational, and interpersonal skills; and the ability to develop creative and practical solutions to design and budgeting issues.

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, resume and a small portfolio of work as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: **Interior Designer, Reference No. FY 26-05. 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. Interested applicants are strongly encouraged to apply immediately. No phone calls please.

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