

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

January 27, 2026
Reference No.: FY 26-06

Position Title: Paralegal to Alison J. Nathan, U.S. Circuit Judge
Location: New York, NY
Salary Range: JSP 9 – JSP 11 (\$72,737 - \$114,413)
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 case-related support to Judge Nathan and the law clerks working in her chambers. The Paralegal prepares a variety of legal material and correspondence; receives and organizes case files both physically and electronically; provides proofreading and editing assistance; arranges filing of orders and opinions; updates and maintains a case-tracking spreadsheet; performs checks for potential conflicts of interest; schedules appointments and meetings; makes travel arrangements and handles travel reimbursement; assists with onboarding of law clerks and interns; effectively liaises between court departments on behalf of the judge and clerks; maintains chambers organization and supplies; addresses chambers' custodial needs; performs assorted receptionist tasks; maintains filing systems; conducts online research on special topics as needed; and performs a variety of confidential tasks.

The anticipated start date is early May. Judge Nathan requires a minimum two-year commitment.

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 professionalism, good judgment, deductive reasoning, and interpersonal skills in dealing with court staff, other judicial chambers, federal agency officials, and the public. Candidates who are highly motivated and approach their work with a proactive attitude are strongly preferred. Qualified applicants must also be extremely detailed oriented and possess superior 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, Excel, Outlook and other computer programs is required; familiarity with an

electronic case filing management system is preferred. 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 26-06. **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.