

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

February 3, 2026
Reference No.: FY 26-07

Position Title: Administrative Assistant (Case Manager)
Location: Clerk's Office, New York, NY
Salary Range: \$45,576- \$65,306 (CL 23/1 - CL 24/24)
Dependent upon experience, education, and qualifications
Closing Date: Open until filled

The United States Court of Appeals for the Second Circuit is accepting applications for the position of Administrative Assistant (Case Manager).

ABOUT THE SECOND CIRCUIT CLERK'S OFFICE

The Clerk of Court is the senior non-judicial operations officer for the Court of Appeals, statutorily charged with maintaining a complete record of all court filings and judicial proceedings, and certifying to the accuracy of filings, proceedings, and decisions. The Clerk is responsible for the case management of all appeals filed in the Second Circuit, from the time the court acquires jurisdiction with the filing of a notice of appeal through disposition and the issuance of the mandate at the end of the case. The Clerk ensures compliance with the statutes, and federal and local rules that pertain to appeals, and oversees the administrative operations ancillary to the determination of appeals. For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

POSITION OVERVIEW:

Case managers are responsible for managing the procedural aspects of an appeal from case opening through issuance of the mandate. Responsibilities include:

- Researching trial court dockets for orders and filings related to and affecting an appeal.
- Maintaining dockets for twelve different types of cases as they progress from initial filing through disposition.
- Ensuring compliance with fee requirements.
- Reviewing briefs and other filings for conformity with applicable rules, procedures, and internal controls.
- Processing motions pursuant to the court's operating procedures.
- Generating orders and notices of deficiency.

- Reviewing, identifying, and researching the accuracy, timeliness, and quality of data entered into the case record.
- Monitoring deadlines and managing cases to ensure timely progression.
- Responding to inquiries regarding court procedures, federal and local rules, and case status.

The successful candidate will be assigned to one of four case management teams: Case Initiation, Agency, Civil, or Criminal. Experienced case managers may transition into a hybrid work schedule.

Required Qualifications: To qualify for this position, candidates must possess a high school diploma or equivalent; however, a college degree is preferred. 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.

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. Employees are hired 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 file** by email to resumes@ca2.uscourts.gov, subject line: Administrative Assistant, Reference No. FY 26-07. **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.