

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

July 16, 2026

Reference No.: FY 26-19

Position Title: Human Resources Assistant
Location: Office of the Circuit Executive, New York, NY
Salary Range: CL-24 (\$52,678 - \$85,620)
Dependent upon experience, education, and qualifications
Closing Date: Open Until Filled

The United States Court of Appeals for the Second Circuit invites applications for the position of **Human Resources Assistant**.

ABOUT THE HUMAN RESOURCES DEPARTMENT: The Second Circuit Human Resources Department has primary responsibility for advising the entire Court — its administrative units and chambers — on all personnel matters. The Department is located within the Circuit Executive's Office and is headed by a Director, who reports to the Deputy Circuit Executive. The Department currently has three employees who serve the Court's approximately 300 employees.

POSITION OVERVIEW: The HR Assistant assists the HR Director and HR Specialist in providing advice to court employees on a wide range of personnel matters, including compensation, benefits, recruiting, hiring, performance management, employee relations, and training. The HR Assistant may also assist the Director in providing advice to judges and senior court executives. The HR Assistant's duties may include: preparing and maintaining personnel records; drafting annual reports on the Court's workforce; assisting with the Court's training program; tracking various employee data; monitoring the Court's payroll and personnel budget; processing personnel actions; capturing fingerprints for background checks; and assisting with annual court events. The HR Assistant will also perform other duties as assigned by the Director or HR Specialist. The HR Assistant routinely liaises with employees of the Administrative Office of the United States Courts on personnel matters.

REQUIRED QUALIFICATIONS: An applicant must have a bachelor's degree from an accredited college or university or one year of specialized experience. Specialized experience is considered progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration. The ideal

applicant is highly motivated with a keen interest in human resources policies and procedures, employment law trends, and emerging workplace relations issues. The applicant should be exceptionally well-organized, innovative, and capable of applying information technology toward managing human resources data. The applicant must also possess excellent academic credentials; superior analytical, research and writing skills; outstanding written and oral communication abilities; and strong interpersonal skills. The applicant should be highly proficient in Adobe Acrobat Pro and the Microsoft Office suite of products.

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 (FERS) and employer-matching Thrift Savings Plan (TSP is similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent). For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

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 investigation. The selectee will have a reinvestigation done every five years. 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: **HR Assistant, Reference No. FY 26-19. When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

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