# UNITED STATES COURT OF APPEALS
# FOR THE SECOND CIRCUIT

## VACANCY ANNOUNCEMENT

October 30, 2026

**Reference No.: FY 27-02**

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| **Position Title**: | Mail Room Clerk (Full Time) |
| **Location:** | New York, NY |
| **Office:** | Circuit Executive's Office |
| **Salary Range:** | CL 22 ($38,404 – $62,407) |
| | *Salary commensurate with experience, qualifications, and education* |
| **Closing Date:** | Open Until Filled |

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The United States Court of Appeals for the Second Circuit is accepting applications for the position of Mail Room Clerk.

**About the Department of Administrative Services:** The mail room is a part of the Department of Administrative Services, which oversees logistics for the entire Court, including supplies, storage, transportation, moving, event setup, event calendaring, and mail services. 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 seven employees who serve the Court's approximately 300 employees. For more information about the Second Circuit, please visit http://www.ca2.uscourts.gov.

**Position Overview:** The Mail Room Clerk is primarily responsible for the prompt processing and distribution of mail, both incoming and outgoing. Duties include: ensuring that mail and packages are properly logged, tracked, and routed; handling telephone inquiries and requests; making necessary copies; maintaining records; operating the digital postage meter; advising on the most expedient and cost-effective method of shipment; packing documents and materials for shipment; delivering mail to multiple locations within New York City, as well as occasionally to locations outside of New York City; and helping to move equipment and furniture as needed. The position requires bending, kneeling, substantial walking, the lifting of heavy boxes and other items, and the ability to operate a government vehicle. Travel within the Circuit is required.

**Required Qualifications:** The ideal applicant is reliable, punctual, well-organized and able to follow detailed instructions, multitask, perform time-sensitive duties on schedule, and use information technology to administer effective document routing and tracking systems. The applicant should also possess strong interpersonal and communication skills. A high school diploma or equivalent is required, and at least one year of general office experience is preferred. **A valid driver's license and ability to drive is required.**

**Benefits:** 13 days of vacation, 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. All employees are subject to strict confidentiality requirements. The applicant(s) selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay is required.

**To Apply:** Please submit a cover letter and resume **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line: Mail Room Clerk, Reference No. FY 27-02. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Your cover letter should include your availability and best means of contacting you. 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.**