*UNITED STATES COURT OF APPEALS*
*FOR THE SECOND CIRCUIT*

**VACANCY ANNOUNCEMENT**
**INTERNAL ONLY**

**November 5, 2026**
**Reference No. FY 27-05**

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| **Position Title:** | Appeals Case Management Supervisor (Civil Team) |
| **Location:** | Clerk's Office, New York, NY |
| **Salary Range:** | $70,392 - $137,165 (CL 27/1 - CL 28/61)<br>*Dependent upon experience, education, and qualifications* |
| **Closing Date:** | November 16, 2026 |

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The United States Court of Appeals for the Second Circuit is accepting applications for the position of Appeals Case Management Supervisor

**POSITION OVERVIEW:** The Clerk's Office seeks an Appeals Case Management Supervisor to process civil appeals, and petitions for extraordinary relief, and other applications filed directly with the Court of Appeals. The Supervisor is the senior person on a case management team and works closely with the team in managing the specialized work assigned to each team. The incumbent handles a caseload that includes some of the more complex cases assigned to the team, assists team members in handling their caseloads, and trains new team members regarding the Federal Rules of Appellate Procedure (FRAP) and the Court's Local Rules (LRs), procedures, practices and policy that governs the team's work. The incumbent works with management to clarify and supplement operating manuals and reviews team members' work to ensure compliance with applicable rules, procedures, practices, and policies.

Duties include working with the team in identifying and addressing issues, providing leadership and direction to team regarding daily task, reviewing team dockets and daily work progress, and enforcing Clerk's Office dress code and attendance and leave policies. Responsibilities include collaboration with the Court's staff attorneys to ensure proper resolution of motions or other issues potentially dispositive of an appeal. The incumbent will use ACMS to review case managers' monthly reports and work with the bar and public to assist in docketing.

**REQUIREMENTS:** The successful candidate must possess (1) one year of specialized experience which has provided the candidate with the particular skills to successfully perform the duties of this position and (2) demonstrate knowledge and understanding of relevant FRAP and Local Rules. Knowledge of Word and Excel preferred. Applicants must be highly motivated, organized, possess maturity, good judgment, and the ability to work in a team-oriented service environment. College graduate preferred.

**APPLICATION PROCEDURE:** Please submit a cover letter and resume **as a single PDF file** by email to resumes@ca2.uscourts.gov, subject line: Civil Team Supervisor, Reference No. FY 27-05 . **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.

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