UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT

VACANCY ANNOUNCEMENT
INTERNAL ONLY

November 5, 2026
Reference No. FY 27-06

Position Title:	**Assistant Supervisor – Case Initiation Team (CIT-MGMT)**
Location:	**Clerk's Office, New York, NY**
Salary Range:	**$64,075 - $104,136 (CL 26/1- CL 26/61)**
Closing Date:	**November 16, 2026**

POSITION OVERVIEW: The Clerk's Office seeks an Assistant Supervisor to process all appeals, petitions for review, petitions for a writ of mandamus, and other applications filed directly with the Court of Appeals. The Assistant Supervisor is the second senior person on a case management team and works closely with the Team Supervisor 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 the other team members in handling their caseloads, and trains new team members regarding the Court's rules, procedures, practices and policy that govern the team's work. The incumbent works with the supervisor to clarify and supplement operating manuals and in reviewing team members' work to ensure compliance with applicable rules, procedures, practices and policies. The incumbent may also be assigned other duties by the Team Supervisor.

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 or similar word processing 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: Assistant Supervisor MGMT, Reference No. FY 27-06. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.**

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