UNITED STATES COURT OF APPEALS
FOR THE SECOND CIRCUIT

VACANCY ANNOUNCEMENT

November 12, 2026
Reference No.: FY 27-08

Position Title:	Judicial Assistant to Judge Pierre N. Leval, Senior U.S. Circuit Judge
Location:	New York, NY
Salary Range:	JSP 9 – JSP 11 ($72,737 - $114,413)
	Depending on experience, present salary, and qualifications
Closing Date:	Open Until Filled

The United States Court of Appeals for the Second Circuit invites applications for the position of Judicial Assistant to a United States Circuit Judge.

POSITION OVERVIEW: The Judicial Assistant is responsible for the day-to-day operation of chambers and provides administrative support to a federal judge. The Judicial Assistant prepares a variety of legal material and correspondence; receives and organizes case files; arranges filing of orders and opinions; schedules appointments and meetings; makes all travel arrangements; receives telephone calls and visitors and responds to inquiries; receives, circulates, and files incoming correspondence; maintains filing systems; and performs a variety of confidential tasks. Assists with special projects and performs other related duties as assigned.

REQUIRED QUALIFICATIONS: Applicants must possess (1) a high school degree or equivalent; (2) two years of general work experience; and (3) four to six years of specialized work experience.* The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, other judicial chambers, federal agency officials, and the public. Qualified applicants must also possess superior technical, organizational, verbal and written communication skills, including superior editing and proofreading skills; the ability to perform keyboard entries neatly and accurately; and demonstrated ability to understand material contained in legal opinions and orders and the ability to prepare correspondence, and to make revisions under time constraints as required. Proficiency in Microsoft Word, WordPerfect, Excel, and other computer programs is required; familiarity with an electronic case filing management system is preferred. Discretion and the ability to maintain confidentiality are essential.

*General experience is defined as progressively responsible administrative and clerical experience that reflects the knowledge, discretion, and skills needed to perform the duties of the position. Specialized experience is defined as progressively responsible secretarial experience involving responsibility as the principal office

assistant to a supervisor dealing with law-related matters. A bachelor's degree may be substituted for the general work experience requirement. Legal or paralegal training may be substituted for up to two years of specialized work experience.

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). 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 background check. 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: Judicial Assistant, Reference No. FY 27-08. **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.