



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

CAREER OPPORTUNITY COUNSEL TO THE CLERK (#16C07)

- POSITION:** Position is part-time with the possibility of full-time. Full-time position subject to continued availability of funds.
- SALARY RANGE:** CL 28 (\$61,058 - \$99,265) - Dependent upon experience and qualifications). Full Benefits Package Available [Some benefits prorated for part-time employment]
- CLOSING DATE:** Open Until Filled – Preference given to applications received by September 30, 2016.

POSITION OVERVIEW

The Office of the Clerk for the Tenth Circuit Court of Appeals located in Denver, Colorado is seeking a highly qualified graduate of an accredited law school to serve as Counsel to the Clerk.

REPRESENTATIVE DUTIES

The Counsel to the Clerk provides substantive legal analysis and administrative support on matters pending before the court, working with all levels of court staff and with judges. The broad range of duties include, but are not limited to, jurisdictional analysis and screening, post-briefing case screening analysis, processing complex motions and preparing orders and/or presenting recommended dispositions on procedural matters, reviewing and analyzing bills of cost, preparing legal memoranda, working on attorney disciplinary proceedings, attending court sessions and acting as a court room deputy during oral arguments, training, docketing, editing and special projects for the Clerk and Chief Deputy, and other administrative support duties as needed or assigned. The position may also be called upon to perform administrative and support functions associated with other areas of clerk's office operations including case management and mail and file room operations.

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school
- Admission to practice law before the highest court of a state, territory, commonwealth or possession of the United States
- Strong academic background
- Superior legal research, analytical, writing, and editing skills
- Strong interpersonal skills and the ability and desire to work in a team environment
- High level of comfort with computer applications

PREFERRED QUALIFICATIONS

- Post-graduate appellate court legal staff experience and/or judicial law clerk experience
- Substantial professional experience in the practice of law

INFORMATION FOR APPLICANTS

All appointments with the Court of Appeals are contingent upon satisfactory completion of a background investigation. Applicants must be eligible to work in the United States. All positions in the Office of the Clerk are excepted appointments and are “at will.”

HOW TO APPLY

Qualified candidates must submit all of the following:

- Cover Letter
- Resume
- Self-edited writing sample
- Law school Transcript

Applications which do not include all of the required material will not be considered.

Application materials should be submitted via email to HR@ca10.uscourts.gov. The subject line should reference Counsel to the Clerk – 16C07. All required documents must be contained in a single email, preferably as a single PDF attachment.