



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

**Vacancy Announcement # 16L11**

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**POSITION:** Digital Information Specialist

**LOCATION:** Headquarters Library for the Tenth Circuit in Denver, Colorado

**SALARY RANGE:** CL 25/1 – CL 25/25 (\$42,110 -- \$52,642). Salary is commensurate with experience, qualifications and education.

Full Range of Benefits Available. Occasional travel required.

**CLOSING DATE:** Open Until Filled – Preference given to resumes received by 11/30/2016.

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**POSITION OVERVIEW:** The Digital Information Specialist will employ a wide range of design tools to create interactive physical and digital experiences for the court. The ideal candidate will combine a love of design and the ability to visualize projects in the context of education and research.

Primary areas of focus are historical displays and exhibits, oral histories, digital repositories, and projects that leverage websites, mobile apps, newsletters, and branding.

The ideal candidate will have a portfolio that demonstrates the above and might include websites, virtual tours, mobile applications, branded newsletters, among others. This portfolio must also demonstrate working knowledge of or expertise in some or all of the following: Windows 2000/NT/XP/Vista, Unix, Mac OS, iOS Swift and Android; HTML5, XHTML, XML, XSL, CSS, Javascript, Adobe Acrobat Professional; Adobe Creative Suite, especially Photoshop, Illustrator, In Design and Flash, Fireworks, Dreamweaver, Digital Video; SharePoint, Microsoft Office Suite.

**REQUIRED EDUCATION, SKILLS, AND EXPERIENCE:**

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Bachelors or Masters degree in Computer Science or Information Science, or four years of experience overseeing design, development, and implementation of digital media projects.

Working knowledge of or experience using SharePoint; ability to develop and foster partnerships with both internal and external entities; excellent organizational, interpersonal, and communication skills; ability to work alone and in a team environment; ability to learn and apply new skills to effectively perform all assigned tasks.

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**APPLICATION PROCEDURE:** Please indicate the position/vacancy number you are applying for and submit cover letter and resume (if mailed provide two copies of each document) to:

Human Resources  
Byron White U.S. Courthouse  
1823 Stout Street, Denver, CO 80257-1823

*or as a single attachment email sent to:*  
[hr@ca10.uscourts.gov](mailto:hr@ca10.uscourts.gov)

**Please be prepared to present portfolio of design work and projects if called for a personal interview.**

Applicant must be eligible to work in the United States. Appointment is contingent upon satisfactory completion of a background check. THE FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER