



CAREER OPPORTUNITY U.S. COURT OF APPEALS FOR THE TENTH CIRCUIT

About the Court:

The United States Court of Appeals for the Tenth Circuit is one of twelve regional federal courts. Headquartered in Denver, Colorado, the Court serves the six states of Oklahoma, Kansas, New Mexico, Colorado, Wyoming, and Utah.

The Tenth Circuit is dedicated to recruiting talented and driven professionals who share our commitment to ensuring equal justice under the law.

Working for the Court:

The Tenth Circuit offers a healthy work-life balance, comprehensive benefits, and the opportunity to collaborate with dedicated professionals.

Benefits include health, dental, vision, and life, insurance, annual and sick leave, paid holidays, retirement, a retirement savings, and investment plan (TSP), potential student loan forgiveness, and the judiciary's supplemental benefits.

For more information about the Tenth Circuit, visit: ca10.uscourts.gov

POSITION:	APPEALS CASE MANAGER (#26C07) More than one position may be filled by this vacancy
LOCATION:	Denver, Colorado
TYPE:	Full-time and permanent with federal benefits . Hybrid work schedule available after six months, consisting of onsite requirements at the Byron White Courthouse in Denver and telework.
PAY:	CL 26 under the Court Personnel System – Pay Table DEN* 26/1 (\$60,624) – CL 26/61 (\$98,527) Starting salary will be based on an assessment of relevant experience and qualifications.
OPENED:	March 6, 2026
CLOSE DATE:	Position is open until filled. Applications reviewed as received.

CLERK'S OFFICE OVERVIEW

The Clerk's Office of the United States Court of Appeals for the Tenth Circuit is seeking candidates for the position of Case Manager. The Clerk's Office is the case-based operations hub for the Court of Appeals. Clerk's Office personnel manage all appeals and other proceedings filed in the Tenth Circuit from the time the court acquires jurisdiction through disposition and the issuance of the mandate at the end of the case. The Clerk's Office supports the judges of the court in the discharge of their responsibilities under Article III of the Constitution; ensures compliance with the laws, rules, policies, and procedures that apply to proceedings in the Tenth Circuit; and otherwise facilitates the non-judicial aspects of the court's case-based operations.

POSITION OVERVIEW AND REPRESENTATIVE DUTIES

Case managers are responsible for initiating and managing electronic dockets for all appeals and other proceedings filed with the court. They facilitate case progression by setting, monitoring, and enforcing deadlines; reviewing all electronic filings to ensure compliance with rules, policies, and procedures; processing paper filings from unrepresented litigants; drafting and issuing correspondence and court orders; and providing procedural advice and information. Case managers also work closely with a



CAREER OPPORTUNITY U.S. COURT OF APPEALS FOR THE TENTH CIRCUIT

team of Clerk's Office attorneys to address complex case management issues. They have substantial telephone, email, and live-chat contact with chambers, counsel, litigants and other court personnel for the purpose of providing general and specific information about proceedings before the court and guidance regarding the court's rules, policies, and procedures. Case managers may also assist in managing the courtroom during oral argument proceedings.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- At least two years' clerical or administrative office experience related to the representative duties, with at least one year of such experience in a court or law-firm setting
- Excellent communication skills, a strong commitment to professionalism, and demonstrated ability to work with chambers staff, court personnel and the public in a manner that reflects positively upon the individual, the Clerk's Office, and the court
- Demonstrated ability to effectively engage orally and in writing with diverse individuals from varying backgrounds
- Strong attention to detail and the demonstrated ability to carry out complex, multi-step processes with minimal errors
- Ability to work closely and effectively with others in a team environment, and willingness to take responsibility for individual work and the work of the team
- Strong computer skills and experience with Microsoft 365 applications, Adobe, and Windows-based programs
- Demonstrated experience handling and maintaining sensitive and confidential information and materials
- Strong initiative, motivation, problem-solving skills, and good judgment
- Strong organizational, administrative, and multi-tasking skills; ability to adjust to changing priorities with minimal disruption of ongoing work

PREFERRED QUALIFICATIONS

- A college degree or paralegal certificate
- Prior experience working in a federal court

HOW TO APPLY

Email application package to HR@ca10.uscourts.gov. Reference Vacancy Announcement #26C07 in the subject line. ***Incomplete applications may not be accepted.***

Application package must include:

- Cover letter and resume
- [Application for Judicial Employment](#)



CAREER OPPORTUNITY U.S. COURT OF APPEALS FOR THE TENTH CIRCUIT

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Excepted service appointments are "at will." Appointment is contingent upon a suitable determination on a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required. The U.S. Courts are an equal opportunity employer.