



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT



Bankruptcy Appellate Panel Staff Attorney (24B11) *REVISED*

POSITION TYPE: Full-time position with comprehensive benefits package, full-time telework may be available. Position is for one year, with potential extension based on funding and caseload.

SALARY RANGE: Salary dependent upon experience and qualifications.
Court Personnel Pay System: CL 28/29 (Starting Salary: \$77,327 - \$125,720)

OPEN DATE: 11/6/2024

CLOSING DATE: Open-Until-Filled

POSITION OVERVIEW: The Bankruptcy Appellate Panel (BAP) for the Tenth Circuit located in Denver, CO, is seeking a qualified attorney to serve as a member of the Clerk's Office. The incumbent will perform substantial legal research, writing and analysis, and perform administrative support functions as needed.

REPRESENTATIVE DUTIES: Confering with judges and Clerk's Office staff; conducting legal research; preparing legal memoranda; attending oral argument sessions (some limited travel may be required); proofreading, editing, and cite-checking decisions; performing complex motion work; providing research and written analysis of matters of interest to the Court; performing docketing and docket quality control; answering inquiries from the public and parties appearing before the court; and other duties as assigned.

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.
- A 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.
- Ability to work independently or as a team player, with a positive attitude.

PREFERRED QUALIFICATIONS/SKILLS:

- Post-graduate appellate court work experience and/or judicial law clerk experience.
- Substantial knowledge and/or professional experience in the practice of bankruptcy law.

HOW TO APPLY: Submit the following materials to HR@ca10.uscourts.gov: 1) cover letter, 2) resume (including three professional references) and 3) Application for Judicial Employment (available at <https://www.ca10.uscourts.gov/hr/human-resources>). It is highly preferred application materials be submitted as a single PDF. Applications that do not include all the required materials will not be considered. Only those selected for interview will be contacted.

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 successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Position contingent upon the continued availability of funds. The clerk of court reserves the right to modify the conditions of this announcement or withdraw the announcement without prior notice. Direct deposit of pay required.