



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:	CASE ANALYST (26A14)
LOCATION:	Denver, Colorado
TYPE:	Full-time and permanent. Federal benefits overview available at BENEFITS .
PAY:	Starting Classification Level (CL): 26/27 Court Personnel System. See Pay Table DEN*
	Starting salary is commensurate with experience, qualifications, and education.
OPENED:	September 22, 2026
CLOSE DATE:	Open until filled.

POSITION OVERVIEW

The Office of Staff Counsel for the Tenth Circuit Court of Appeals in Denver, Colorado is seeking a qualified Case Analyst to provide administrative support in an office of 15-20 staff attorneys. The position requires a high level of attention to detail, efficiency, and technological proficiency; the ability to work both within a team framework and independently is essential. Work is onsite at the Byron White Courthouse for first three months; hybrid onsite/telework schedule available after successful completion of initial onsite training period.

REPRESENTATIVE DUTIES

Case Analysts provide general administrative support to staff attorneys in the Office of Staff Counsel, including formatting and proofreading documents; checking legal citations for compliance with the Bluebook; drafting orders; researching and analyzing court filings and dockets; and communicating with judges, court staff, and staff attorneys. Proficiency is required in all aspects of case management, including use of the court's CM/ECF case management program in recording and tracking the status of appeals.

MINIMUM QUALIFICATIONS

- Two years of specialized administrative experience involving the same or similar duties as those required for this position, or other relevant experience.



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- Superior verbal and written communication skills, including editing and proofreading skills and in-depth knowledge and command of grammar and usage conventions. Proven ability to proofread and edit documents containing legal citations. Willingness and ability to learn new software.
- Ability to work closely and well with others in a team environment.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Paralegal certificate or experience.
- Case-related court and CM/ECF experience.
- Familiarity with Bluebook citation conventions.

HOW TO APPLY

Email application package (cover letter, resume and [Application for Judicial Employment](#), preferably as a single PDF document) to HR@ca10.uscourts.gov.

Reference Vacancy Announcement 26A14 in the subject line.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or an individual who is in the process of obtaining U.S. citizenship. Excepted service appointments are "at will." Judiciary employees are not part of the competitive federal civil service. Appointment is contingent upon successful completion of 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.