

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

**\* CAREER OPPORTUNITY \***

**DENVER, COLORADO**

**POSITION:** **Chambers Manager to Circuit Judge Veronica S. Rossman (#25JS05).** Position is full-time with a comprehensive federal benefit package.

**RECRUITMENT:** Opened on April 2, 2025. Position is open until filled. Preference given to applications received by May 4, 2025. Applications will be reviewed as received. Anticipated start date is on or before June 30, 2025.

**SALARY RANGE:** Judiciary Salary Plan (JSP) Grade 10 - 11 (\$75,035 – \$107,167). Salary is commensurate with experience, qualifications, and education. Position not eligible to exceed JSP grade 11.

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**POSITION OVERVIEW:**

Tenth Circuit Judge Veronica S. Rossman is seeking qualified applicants for the position of Chambers Manager. This is a unique opportunity to contribute significantly to the overall operations of a highly collaborative, tech-savvy, and engaging judicial environment that values professionalism, integrity, and authenticity. The Chambers Manager role has three key components. *First*, the Chambers Manager serves as Judge Rossman's right hand and thought partner, delivering high-level, one-on-one executive assistance. *Second*, the Chambers Manager is responsible for the daily operations of Chambers, serving as the institutional advisor to a small staff of rotating law clerks and interns, and acting as the primary liaison to other Chambers, court units, and the public. *Third*, the Chambers Manager provides case-related assistance (depending on skill level) to ensure the efficient production of accurate work product.

The ideal candidate will have advanced organizational skills; the ability to communicate with precision and clarity in speech and writing, using a tone that is consistent with Judge Rossman's communication preferences; an attention to detail in all aspects of Chambers work; a willingness to take creative initiative, especially in using technology to develop workflow systems; the ability to maintain strict confidentiality of all office and judicial matters; and good judgment, tact, a professional demeanor, and a strong work ethic.

**REPRESENTATIVE DUTIES:**

Executive Assistant Duties: Perform all case-related tracking; notify Judge Rossman of pending court-related deadlines; maintain Judge Rossman's calendar; assist with scheduling and project management; create weekly agendas to clarify action items and help prioritize critical work and strategic goals; administer Outlook by setting up email filters and sorting the inbox daily; arrange meetings; draft and manage correspondence; arrange travel; handle reimbursements.

Operations Duties: Handle phone calls; process mail; maintain Chambers inbox and calendar; organize Chambers files and electronic documents; administer leave requests; maintain Chambers operations manuals; coordinate the annual law clerk hiring season; assist with onboarding new staff; gather statistical data for court use; organize and manage weekly staff meetings; arrange Chambers social events; handle routine office matters like ordering supplies and addressing space and facilities concerns.

Case-related Duties: Perform quality control on judicial writings, including proofreading, formatting, and cite checking; provide general paralegal support, including organizing documents for oral argument preparation; and, depending on skill level, perform legal research.

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## QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree or paralegal certificate with at least three years of paralegal and/or executive assistant experience that is closely related to the work of the position. A Juris Doctorate may substitute for the three years of required experience, but the applicant should have an administrative background.
- Strong executive assistant background, preferably in a legal setting, with excellent organizational skills.
- Superior verbal and written communication skills. Must be able to pass a proofreading exam.
- Experience with Microsoft Office Suite, database management, and online legal research tools is required.

## HOW TO APPLY:

Submit cover letter, resume, and [Application for Judicial Employment](#), as a single PDF attachment to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). **Reference 25JS05 in the subject line.** Incomplete application packages will not be considered.

## INFORMATION FOR APPLICANTS:

Applicants must be a U.S. Citizen or actively seeking citizenship. Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct. **Only applicants selected for interview will be contacted.** Benefits package may be viewed at [Benefits | Tenth Circuit | The United States Court of Appeals](#).

FEDERAL JUDICIAL BRANCH  
APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number.

1. Name (Last, First, Middle Initial)		2. Phone Number	
3. Present Address (Street, City, State, Zip)			
4. Email Address		5. Place of Birth (city/town, state, & country) (required for background investigation)	
6. Other Names Previously Used for Employment Purposes		7. Date of Birth (complete only for law enforcement positions)	
GENERAL			
8. Are you a U.S. Citizen?	YES	NO	If no, give the Country of your citizenship
9. a. Were you ever a federal civilian employee?	YES	NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan                      Grade                      Step
b. Are you receiving a federal civilian annuity payment?	YES	NO	
c. Are you receiving federal severance pay?	YES	NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	YES	NO	If yes, state mo/yr received and former agency contact/telephone: _____
10. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	YES	NO	If yes, give their names, positions, and relationships to you. _____
11. Have you ever served on active duty with the military?	YES	NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)
BACKGROUND INFORMATION			
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	YES	NO	If yes, provide in Section 18 the date, explanation of problem, reason for leaving, and employer's name/address.
13. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).	YES	NO	If yes, provide in Section 18 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

**EDUCATION**

14. a. Do you have a high school diploma or G.E.D. equivalent? ☐ YES ☐ NO

b. Name and location of colleges or universities attended ( <i>including law schools</i> )	Dates Attended mm/dd/yyyy		Credit Hours		Type of Degree (if applicable)	Date Received mm/dd/yyyy	Grade Point Average and/or scholastic standing
	Start	Finish	Quarter	Semester			

15. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

**JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS**

16. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

**APPLICANTS FOR LEGAL POSITIONS**

17. a. Are you admitted to the Bar? YES NO If yes, list the name of Bar(s) and date(s) of admission.  
 Name of Bar: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_  
 Name of Bar: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_
- b. Is your Bar membership? ACTIVE INACTIVE If active, list the name of Bar(s).  
 Name of Bar: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_  
 Name of Bar: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_
- c. What was your scholastic standing in law school? UPPER ½ UPPER ⅓ UPPER ¼
- d. Were you a member of an editorial board of law review or a moot court participant? YES No

**18. REMARKS** (*Use this space for continuation of answers. List the item number being explained.*)

**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy)  From: _____ To: _____	Number of hours worked per week:  Full-Time      Part-Time	Exact Title of Your Position
Salary or Earnings  Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment  City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: (Area Code and Phone Number)		Name of Employer (firm, organization, etc.)  Address of Employer
Reason for Leaving		
Description of Work		

**B**

Dates of Employment (mm/dd/yyyy)  From: _____ To: _____	Number of hours worked per week:  Full-Time      Part-Time	Exact Title of Your Position
Salary or Earnings  Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment  City _____ State _____
Name and of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: (Area Code and Phone Number)		Name of Employer (firm, organization, etc.)  Address of Employer
Reason for Leaving		
Description of Work		

**C**

Dates of Employment ( <i>mm/dd/yyyy</i> )  From: _____ To: _____		Number of hours worked per week:  Full-Time      Part-Time	Exact Title of Your Position
Salary or Earnings  Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment  City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name of Employer ( <i>firm, organization, etc.</i> )  Address of Employer
Reason for Leaving			
Description of Work			

**D**

Dates of Employment ( <i>mm/dd/yyyy</i> )  From: _____ To: _____		Number of hours worked per week:  Full-Time      Part-Time	Exact Title of Your Position
Salary or Earnings  Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment  City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name of Employer ( <i>firm, organization, etc.</i> )  Address of Employer
Reason for Leaving			
Description of Work			

**OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT**

**Answer questions 19, 20, and 21, only if required by the vacancy announcement.** Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

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|--|--|---|
| 19. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? <i>(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.        |
| 20. Have you been convicted by a military court-martial in the past 7 years?   | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of military authority or court. |
| 21. Are you now under charges for any violation of law?  | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.        |

**22. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)*

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_