



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: COUNSELOR TO THE CHIEF CIRCUIT JUDGE (26JS16)

LOCATION: Remote (nationwide)

TYPE: This position is fully remote and part-time. The position will be a minimum of 10 hours per week and not exceed 20 hours per week. The initial term of this position expires on October 29, 2027, and is subject to renewal on an annual basis, with an ultimate expiration date of September 30, 2029. Benefit eligibility may vary based on scheduled hours and position term.

Federal benefits overview available at [BENEFITS](#).

PAY: Judiciary Salary Plan (JSP). See [Pay Table RUS*](#)
Actual salary based on locality and hours worked.

JSP Levels: 11–13, dependent upon experience and qualifications. Highest previous rate rule may apply for prior federal employees. Placement at the JSP 12 or above requires law license.

OPENED: October 1, 2026

CLOSE DATE: Position is open until filled. Applications reviewed as received.
Preference given to applications received by October 15, 2026.

POSITION OVERVIEW

The Counselor to the Chief Circuit Judge serves as a trusted advisor and aide, providing comprehensive legal and administrative support, with an emphasis on assisting with work related to the Chief Circuit Judge's position as (1) a member of the Judicial Conference of the United States (JCUS) and its Executive Committee, (2) the presiding judge of the Tenth Circuit's Judicial Council, and (3) as administrative leader of the Tenth Circuit Court of Appeals. The Counselor may work closely with the Office of the Circuit Executive on special projects advancing the work of the Chief Circuit Judge in those positions. This role requires an organized, proactive individual capable of (1) understanding, interpreting, and briefing on complex and confidential information, (2) communicating on high-level topics with government officials within and outside of the Tenth Circuit (including in Washington D.C.) on behalf of the Chief Judge, and (3) independently managing assignments. The Counselor will work closely with the Chief Judge, but may also interact with other judicial officers, court unit executives, and national staff of the Administrative Office of the U.S. Courts (AO) to assist the Chief Circuit Judge with executing his administrative duties.



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REPRESENTATIVE DUTIES

- Advise the Chief Circuit Judge on a variety of legal and administrative issues.
- Serve as the Chief Circuit Judge's subject matter expert on national committee matters, performing research and providing analytical support.
- Support the Chief Judge's work on JCUS and Judicial Council matters, including performing legal research, drafting memoranda, and communicating on the Chief Circuit Judge's behalf with relevant court officials and AO staff.

MINIMUM QUALIFICATIONS

- For appointment at JSP Grade 11, an applicant must be a law school graduate from a law school of recognized standing, and have one or more of the following attributes:
 - Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
 - Experience on the editorial board of law review of such a school;
 - Demonstrated proficiency in legal studies or practice, which in the opinion of the judge, is the equivalent of one of the above.
- For appointment at a JSP Grade 12 or 13, an applicant must also be a lawyer licensed in a federal, state, or territorial court of general jurisdiction, and must possess the following year(s) of full-time legal work experience after graduation from law school:
 - JSP 12 – one year of post-graduate legal work experience;
 - JSP 13 – two years of post-graduate legal work experience.

PREFERRED QUALIFICATIONS

- Experience working with or for the AO.
- Experience staffing a JCUS committee.
- Experience examining legal and administrative issues related to technology and artificial intelligence.

HOW TO APPLY

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

Reference Vacancy Announcement 26JS16 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.