



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:	COURT OPERATIONS SPECIALIST (26C09)
LOCATION:	Denver, Colorado
TYPE:	Full-time and permanent with federal benefits . Hybrid work schedule available after six months, consisting of regular onsite work at the Byron White Courthouse and regular telework.
PAY:	CL 26 under the Court Personnel System – Pay Table DEN* CL 26/1 (\$60,624) – CL 26/61 (\$98,527) Starting salary will be based on an assessment of relevant experience and qualifications. Promotion to the CL 27 may be granted without further competition based on superior performance.
OPENED:	March 31, 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 Court Operations Specialist. 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

As a member of the Clerk's Office Calendar Team, the Court Operations Specialist is responsible for all aspects of oral-argument calendaring; managing courtroom operations and technology during oral-argument proceedings; recusal and conflict-checking processes; financial reconciliation and reporting; statistical reporting; capital case management; processing certified questions of state law; and contributing to the development and maintenance of internal procedural manuals and public-facing resources. Members of the Clerk's Office Calendar Team have substantial contact with judges, chambers staff, lawyers, the public, and others.

REPRESENTATIVE DUTIES

- Manage all aspects of court-session calendaring and assignment of cases to judicial panels.



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- Oversee courtroom operations and courtroom technology for court sessions.
- Assist judges in identifying potential recusal issues arising from financial or other conflicts; administer related database, reporting and controls.
- Responsible for financial reconciliation, reporting and other financial-management activities intended to ensure accountability of funds collected, deposited, and disbursed in compliance with internal controls, the *Guide to Judiciary Policy*, and related best practices.
- Process certified questions of state law and provide case administration support for capital cases.
- Maintain and report statistics on a monthly and annual basis.

QUALIFICATIONS

- High school diploma and at least two years of administrative experience, preferably in a court setting.
- Ability to manage in-court proceedings, including making announcements, interfacing with judges and attorneys, and operating courtroom technology.
- Strong interpersonal skills with the ability and desire to work closely and well with others in a team-orientated environment.
- Demonstrated ability to manage time and workload effectively with the flexibility to adapt to changing priorities and demands.
- Ability to communicate effectively, both orally and in writing, with stakeholders from varying backgrounds.
- Demonstrated ability to execute complex processes while maintaining attention to detail.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university. Progressive court-related experience may be substituted for a four-year degree.
- Aptitude in and experience with computer technology; experience with a court's case management system and financial management system.
- Experience in facilitating in-person and remote court sessions.

HOW TO APPLY

Email application package to HR@ca10.uscourts.gov. Reference Vacancy Announcement 26C09 in the subject line. Incomplete applications may not be accepted.

Application package must include:

1. Cover letter
2. Resume
3. [Application for Judicial Employment](#)

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. Direct deposit of pay required. The U.S. Courts are an equal opportunity employer.