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 Support Specialist (26C13)**
LOCATION:	Denver, Colorado
TYPE:	Full-time and permanent. Federal benefits overview available at **BENEFITS**. Regular onsite work required at the Byron White Courthouse. Limited telework may be possible after a short probationary period.
PAY:	Classification Level (CL): CL 25 ($55,036 - $89,494) **Court Personnel Pay System. See Pay Table DEN*** Placement within classification and range depends on experience and qualifications.
OPENED:	**September 8, 2026**
CLOSE DATE:	Position is open until filled. Applications reviewed as received. **Preference given to applications received by September 22, 2026**

POSITION OVERVIEW

The Clerk's Office for the United States Court of Appeals for the Tenth Circuit is seeking candidates for the position of Court Support Specialist. The Court Support Specialist advances the Clerk's Office's commitment to operational excellence and exceptional public service by supporting the public interface and case-based administrative operations of the court. This position operates as a member of a team; skill in working with others and commitment to teamwork are essential to success in this position.

REPRESENTATIVE DUTIES

The duties of the position include but are not limited to: providing customer service to the public via phone, email, and live chat, and in-person; managing case-related records/files and closing cases in the court's electronic case management system; cashiering and receipting; facilitating the court's case-screening process by submitting case materials to judges and docketing related information; applying the court's

CAREER OPPORTUNITY
U.S. COURT OF APPEALS FOR THE TENTH CIRCUIT

attorney-admission requirements and processing attorney-admission applications; processing electronic-filing registrations; providing administrative support for the court's attorney-discipline processes; live-streaming oral argument sessions; proofreading orders; and supporting the court's mailroom and opinion-processing operations.

Particularly important aspects of this position are facilitating the court's multi-step case screening process, live-streaming the court's oral arguments, providing support for the court's mailroom and opinion processing operations, and working collaboratively with teammates to document and update procedures. These duties require strong data processing skills, an aptitude for technology, well-honed attention to detail, and a commitment to working in a team environment. Court Support Specialists have substantial contact with the public, chambers, and other court personnel; a strong customer-service orientation, excellent communication skills, and professionalism are imperative. The Court Support Specialist may assist in managing the courtroom during oral argument proceedings. Lifting records and boxes and maintaining files requires moderate physical activity on a routine basis.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- At least two years of progressively responsible clerical, administrative, or office-management experience, including at least one year in a court, law firm, or other setting requiring the regular and recurring application of clerical procedures; interpretation and application of rules, regulations, directives, or laws.
- Ability to communicate effectively both orally and in writing.
- Professionalism in dealing with judges, chambers staff, court personnel and the public.
- Ability to work closely and well with others in a team environment, and to interact effectively with individuals from varying backgrounds.
- Strong technology skills, and experience with the Microsoft 365 suite of applications, Adobe applications, and other Windows-based programs.
- Demonstrated experience handling and maintaining sensitive and confidential information and materials.
- Strong initiative, motivation, and problem-solving skills, and good judgment.
- Strong organizational, administrative, and multi-tasking skills; ability to adjust to changing priorities with minimal disruption of ongoing work.
- Attention to detail and ability to carry out complex, multi-step processes with minimal errors.
- An eagerness to take responsibility for individual work, the work of the team, and the output of the office.

CAREER OPPORTUNITY
U.S. COURT OF APPEALS FOR THE TENTH CIRCUIT

PREFERRED QUALIFICATIONS

- Experience with federal or state court operations.

HOW TO APPLY

Email application package (cover letter, resume and Application for Judicial Employment), preferably as a single PDF, to HR@ca10.uscourts.gov. **Applications reviewed as received.**

Reference Vacancy Announcement 26C13 in the subject line.

Applications that do not include all required materials may not be considered.

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.