

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

JOB OPPORTUNITY: EXECUTIVE ASSISTANT



Vacancy Announcement Number: 26E17

POSITION:	Executive Assistant
LOCATION:	Denver, Colorado
POSITION TYPE:	Full-time and permanent with comprehensive federal benefits . A hybrid work schedule of regular onsite work at the Byron White Courthouse and telework may be available after an introductory period.
SALARY RANGE:	Classification Level (CL) 25/26 (\$55,036 – \$98,527). Starting salary commensurate with qualifications and experience. Court Personnel Pay System. See the Denver pay table .
OPEN DATE:	October 19, 2026
CLOSING DATE:	Open until filled. Preference given to applications received by November 15, 2026 .

POSITION OVERVIEW

The United States Court of Appeals for the Tenth Circuit is seeking an Executive Assistant to support the Office of the Circuit Executive. The Executive Assistant provides high-level administrative support to the Circuit Executive and Deputy Circuit Executive, as well as senior staff. Primary responsibilities include managing calendars, coordinating meetings and travel, preparing correspondence and reports, maintaining and tracking filings and orders, and organizing and safeguarding confidential records. The person in this position may also assist with committee work, court events, and special projects, as well as performing a variety of additional administrative tasks that support the mission of the Office of the Circuit Executive.

REPRESENTATIVE DUTIES

- Provide high-level and confidential administrative support to the Office of the Circuit Executive
- Answer phones, process mail, schedule meetings, prepare agendas, and draft, proofread, and edit correspondence
- Arrange travel, and process travel vouchers and reimbursements for senior staff
- Coordinate committee meetings, including assembling meeting materials, taking committee minutes, tracking votes, and handling follow-up as needed
- Maintain and analyze data, and prepare and submit statistical reports
- Perform other assigned duties that support the mission of the office

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university
- At least two years of progressively responsible experience providing high-level administrative support to senior executives, or high-level staff
- Excellent written and verbal communication skills, including the ability to draft, proofread, and edit professional correspondence
- Strong organizational skills and the ability to independently handle multiple priorities and anticipate needs
- Ability to handle confidential information with discretion and sound judgment

PREFERRED QUALIFICATIONS

- Completion of an accredited paralegal program and/or a paralegal certificate
- Proficiency in Microsoft Office applications, including SharePoint, Outlook, and Excel
- Experience managing calendars, coordinating meetings, and preparing agendas for high-level meetings

HOW TO APPLY

Email application package (cover letter, resume, and [Application for Judicial Employment](#)) to HR@ca10.uscourts.gov. **Reference 26E17 in the subject line.**

Incomplete applications will not be accepted.

ADDITIONAL INFORMATION

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 a favorable background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.