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 appellate courts. Headquartered in Denver, Colorado, the Tenth Circuit includes six states: Oklahoma, Kansas, New Mexico, Colorado, Wyoming, and Utah.

The Tenth Circuit is dedicated to recruiting talented and driven professionals who are committed to ensuring equal justice under the law.

Working for the Court:

The Tenth Circuit offers 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 and paid holidays; retirement and 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: **Judicial Assistant to Federal Circuit Judge Robert E. Bacharach**
Vacancy announcement #26JS05

LOCATION: Oklahoma City, Oklahoma

TYPE: Full-time and permanent with a comprehensive benefits package. Benefits overview available at BENEFITS.

PAY: Judiciary Salary Plan (RUS) Grade 11 ($74,678 – $97,087). Starting salary dependent upon qualification standards and commensurate with work experience, education, and qualifications. Direct deposit of pay required.

OPENED: March 2, 2026

CLOSED: Position is open until filled. Applications reviewed as received. Anticipated start date is **June 15, 2026.**

POSITION OVERVIEW:

Tenth Circuit Judge Robert Bacharach is seeking qualified applicants for the position of Judicial Assistant. As a judicial assistant, you will play a key role in the day-to-day operations of a highly team-oriented environment. This position is fully on-site at the William J. Holloway, Jr. United States Courthouse located in downtown Oklahoma City.

Outlined below are the qualifications necessary to perform the primary duties for this position:

- Advanced proficiency in Microsoft Word, including preparation, document management, track changes, formatting, editing, and finalizing documents. Candidate should have strong typing skills and strong written communication skills.
- Exceptional organization skills, with the ability to prioritize workload, manage competing priorities, calendars, and case-related documents, and the ability to work independently.
- Ability to manage multiple email inboxes, ensuring timely review, routing, and prompt response to time sensitive matters.
- Able to manage all administrative aspects of law clerk/intern employment, including recruitment, coordination of onboarding and separation, and providing operational support ensuring law clerks maintain an efficient workflow.

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- Ability to coordinate travel for judge and chambers staff, including scheduling, booking, and expense reporting.

- Have integrity, character, and good judgment, including the ability to maintain strict confidentiality of all office and judicial matters.

REQUIRED QUALIFICATIONS:

Eight years of general administrative experience, including at least six years of specialized experience that demonstrates the ability to perform the primary duties of this position in a legal or judicial setting. A bachelor's degree may be substituted for two years general experience. A paralegal certificate may be substituted for two years of specialized experience.

HOW TO APPLY:

Submit cover letter, resume and Application for Judicial Employment (AO 78) to HR@ca10.uscourts.gov, and indicate 26JS05 in the subject line.

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

CONDITIONS OF EMPLOYMENT:

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Excepted service appointments are "at will." Appointment contingent on successful completion of a federal employment background check. Subject to the Code of Conduct for Judicial Employees. Only applicants selected for interview will be contacted. The U.S. Courts are equal opportunity employers.