



# UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

**\*CAREER OPPORTUNITY\***

**DENVER, COLORADO**

**Position:** Paralegal/Judicial Assistant to a Federal Circuit Judge (#25JS04)  
**Opening Date:** March 17, 2025. **Position expected to start mid-July.**  
**Closing Date:** Open-Until-Filled. **Applications reviewed as received. Priority given to applications received by COB on April 25, 2025.**  
**Term:** This position is a two-year commitment.  
**Salary Range:** JSP 7 – 11 (\$55,705 - \$82,440) Salary is commensurate with experience, qualifications, and education.

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## **Position Overview:**

A United States Circuit Judge on the Court of Appeals for the Tenth Circuit is seeking qualified applicants to serve as a Paralegal/Judicial Assistant. This position is responsible for the daily operation of chambers and provides administrative support to the judge. This position requires initiative, good judgment, professionalism, follow-through, organizational skills, and the ability to multi-task, readily adapt to changing priorities and demonstrate a strong work ethic. The ideal candidate for this position has a strong interest in learning about the workings of the Federal Judiciary, legal studies, and ultimately, plans to attend law school.

## **Representative Duties:**

This position serves as the office manager for chambers, overseeing daily operations and maintenance of the office and supporting the chambers' staff as required. Duties include: formatting, editing, and proofreading documents; maintaining and organizing multiple filing systems and managing chambers' case management system; coordinating the hiring of law clerks and interns/externs, including opening and logging applications, maintaining appropriate recruitment records, and conducting orientations; receiving and screening phone calls and mail; handling routine office matters, maintaining office supplies and equipment; gathering and maintaining statistical data for court use; arranging and maintaining the judge's travel itineraries; and serving as the liaison to all other court units on behalf of the judge. Depending on the incumbent's qualifications and experience, duties may also include assisting the judge and law clerks with legal research and drafting; editing and proofreading draft opinions; drafting orders; checking citations using the Bluebook; and preparing case summaries and factual chronologies.

## **Qualifications and Requirements:**

- Bachelor's degree from an accredited college or university.
- A two-year commitment and a strong interest in learning about the workings of the Federal Judiciary.
- The ideal candidate thrives in a quiet environment working independently, but also works well as a member of a team, and can anticipate needs and problems while exercising tact, good judgment, and initiative.
- Strong computer skills, including Microsoft Office Suite and database management.
- Superior verbal and written communication skills, including strong editing and proofreading skills.
- Solid organizational skills with the ability to manage multiple and at times conflicting priorities.
- Demonstrated trustworthiness and an ability to maintain strict confidentiality of all office and judicial matters.

## **How to Apply:**

Submit cover letter, resume, at least three professional references, and the Application for Judicial Employment, preferably as a single PDF attachment, to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). **Please indicate 25JS04 in the subject line.** Application for Judicial Employment available [HERE](#). **Incomplete application packages will not be considered. Only applicants selected for interview will be contacted.**

## **Information for Applicants:**

Applicants must be a U.S. Citizen or actively seeking citizenship. Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct.