



CAREER OPPORTUNITY

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT
Santa Fe, New Mexico



Position: Judicial Assistant to Federal Circuit Judge (#25JS02)

Position Type: Full-time with a comprehensive federal benefits package available.
Anticipated start date for this position is May 19, 2025.

Recruitment Period: Position opened on February 26, 2025. Open until filled. Preference given to applications received by March 31, 2025.

Salary Range: Judiciary Salary Plan (JSP) Grade 7 - 11 (\$50,502– \$97,158). Salary is commensurate with experience, qualifications, and education. This position is not eligible for promotional advancement beyond the grade 11.

Position Overview: A United States Circuit Judge on the Court of Appeals for the Tenth Circuit is seeking qualified applicants to serve as a Judicial Assistant. This position is a full-time position within chambers and is responsible for managing the daily operation of chambers as well as providing administrative support to the judge. The ideal candidate will display initiative, good judgment, professionalism, follow-through, organizational skills, and a strong work ethic.

Representative Duties: The Judicial Assistant serves as the office manager for chambers, overseeing daily operations and maintenance of the office and supporting chambers staff as required. Duties include formatting, editing, proofreading, and circulating documents; assisting with electronic and paper correspondence; tracking case progress; updating the library; and document retention and disposal. The Judicial Assistant will also provide administrative support to the chambers by maintaining and organizing multiple filing systems and overseeing the case-management system; assisting in the logistics for the annual hiring of law clerks, including opening and logging applications and maintaining appropriate recruitment records; receiving and screening phone calls and mail; handling routine office matters, including building matters, ordering office supplies and equipment; gathering and reporting statistical data for court use; arranging the judge's and staff travel itineraries; and serving as a liaison to all other court units on behalf of the judge.

Qualifications and Requirements:

- Bachelor's degree and/or paralegal certificate with at least two years of relevant administrative experience. In lieu of a degree or paralegal certificate, 6 years of specialized experience as the principal office assistant to a supervisor who was dealing with law-related matters may be substituted.
- Strong administrative background, preferably in a legal setting.
- Superior verbal and written communication skills, including superior composing, editing, and proofreading skills.
- Excellent organizational skills and the ability to manage multiple priorities.
- Ability to work independently and anticipate challenges, and to exercise tact, good judgment, and initiative.
- Proficient computer skills, including Microsoft Office Suite, database management, and online legal research.
- Ability to maintain strict confidentiality of all office and judicial matters.

How to Apply: Submit cover letter, resume, and Application for Judicial Employment (available at <https://www.ca10.uscourts.gov/hr/human-resources>), as a single PDF attachment, if possible, to HR@ca10.uscourts.gov.

Reference #25JS02 in the subject line. Incomplete application packages will not be considered.

Information for Applicants: All 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. **Only applicants selected for interview will be contacted.**