



**UNITED STATES COURT OF APPEALS  
FOR THE TENTH CIRCUIT**  
**\*CAREER OPPORTUNITY\***  
**Vacancy Announcement #: 25L06**



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**POSITION:** Library Technician, U.S. Courts Library – Tenth Circuit, Denver, CO

**SALARY RANGE:** CL 24/01 (\$49,348) – CL 24/61 (\$80,203)

**OPEN DATE:** May 16, 2025

**CLOSING DATE:** Position is open until filled. Preference given to applications received by June 13th. Applications reviewed as received.

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**POSITION OVERVIEW:**

The U.S. Courts Library - Tenth Circuit is currently accepting applications for a Library Technician in our Denver Location. The library system serves all federal courts within the jurisdiction of the Tenth Circuit, including a headquarters branch based in Denver, CO, and branches in Wyoming, Kansas, Oklahoma, New Mexico, and Utah. The Library Technician reports to the Technical Services and Acquisitions Librarian, assisting in library operations supporting the Technical Services department while assisting in circuit-wide library services as needed. This permanent position is full-time and includes a comprehensive benefits package.

The successful candidate will be responsible for a variety of critical tasks within the library's Technical Services Department. Key duties include: performing all cataloging tasks—both copy and original—and maintaining item records within the catalog; regular authority work; facilitating interlibrary loan (ILL); and, physical processing of books, i.e., spine label printing and stamping. The Library Technician leads in catalog cleanup initiatives, overseeing projects as assigned, and plays an active role in identifying format changes and closing out discontinued serials. The individual will undertake various administrative tasks assigned by the Technical Services Librarian, all aimed at advancing the department's modernization goals.

**REQUIREMENTS:** High School Diploma or equivalent. Willingness to work in an ever-changing environment and follow through with required continuing education and development. Experience utilizing multi-line phone systems, Microsoft Excel, and Adobe Pro is required.

**CONDITIONS OF EMPLOYMENT:** Applicants must be U.S. citizens or actively seeking citizenship. Excepted service appointments are “at will” and may be terminated by either the court or the employee at any time. Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

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**APPLICATION PROCEDURE:** Submit cover letter, resume, and Application for Judicial Employment – AO78, as a single PDF to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). Application available at <https://www.ca10.uscourts.gov/hr/jobs>. Subject line should reference vacancy announcement #25L06.