



**UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**
CAREER OPPORTUNITY
Vacancy Announcement #: 25L09



POSITION: Library Technician, U.S. Courts Library – Tenth Circuit, Cheyenne, WY

SALARY RANGE: CL 24 (\$44,259 – \$71,932) RUS Pay Table. Compensation is prorated from a full-time salary; position is limited to 16 hours per week.

OPEN DATE: September 22, 2025

CLOSING DATE: Position is open until filled. Preference given to applications received by October 13, 2025. Applications reviewed as received.

POSITION OVERVIEW:

The U.S. Courts Library - Tenth Circuit is currently accepting applications for a Library Technician in our Cheyenne 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 based in Cheyenne reports to the Branch Librarian for Kansas and Wyoming, assisting in library operations supporting the Cheyenne location while assisting in circuit-wide library services as needed. This permanent position is part-time, not to exceed 16 hours weekly.

The successful candidate will be responsible for a variety of critical tasks within the Cheyenne library. Key duties include: ready reference, collection maintenance and filing, supporting chambers collections, and overseeing other projects as assigned. This position plays an active role in identifying format changes and closing out discontinued serials in the Cheyenne location. The individual will also undertake various administrative tasks assigned by the Branch Librarian.

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.

APPLICATION PROCEDURE: Submit cover letter, resume, and Application for Judicial Employment – AO78, as a single PDF to HR@ca10.uscourts.gov. Application available at <https://www.ca10.uscourts.gov/hr/jobs>. Subject line should reference vacancy announcement #25L09.