



## 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](http://ca10.uscourts.gov)

<b>POSITION:</b>	Library Assistant (#26L03)
<b>LOCATION:</b>	Denver, Colorado
<b>TYPE:</b>	Full-time and permanent with a comprehensive benefits package. Benefits overview available at <a href="#">BENEFITS</a> .
<b>SALARY RANGE:</b>	CL 22 (\$36,335- \$59,046). Commensurate with qualifications and experience.
<b>OPENED:</b>	February 6, 2026
<b>CLOSED:</b>	Open until filled. Applications reviewed as received.

### POSITION OVERVIEW:

The Library Assistant reports to the Technical Services and Acquisitions Librarian, assisting in library operations supporting the Technical Services department and other circuit-wide library services as needed.

### REPRESENTATIVE DUTIES:

The responsibilities of this role include front desk coverage and administrative duties for the library. The position also supports document delivery through scanning and routing materials within Denver, while performing general shipping, receiving, and tracking duties. The Library Assistant is responsible for link checking, shelf reading and inventory, assisting librarians as needed, processing excess lists, and operating a multi-line phone system to support daily communications.

### REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to adapt to an ever-changing environment. Demonstrate a desire for development through required continuing education and training.
- Experience using multi-line phone systems and Microsoft Office suite.

### PREFERRED QUALIFICATIONS:

- Previous library or administrative experience.

### HOW TO APPLY:

Submit cover letter, resume and [Application for Judicial Employment \(AO 78\)](#) to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). Indicate #26L03 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. Only applicants selected for interview will be contacted.