



## 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 federal courts. Headquartered in Denver, Colorado, the Court serves the six states of Oklahoma, Kansas, New Mexico, Colorado, Wyoming, and Utah.

The Tenth Circuit is dedicated to recruiting talented and driven professionals who share our commitment to ensuring equal justice under the law.

### Working for the Court:

The Tenth Circuit offers a healthy 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, paid holidays, retirement, 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)

POSITION:	<b>Library Technician, U.S. Courts Library (#26L11)</b>
LOCATION:	Denver, Colorado
TYPE:	Full-time and permanent. Federal benefits overview available at <a href="#">BENEFITS</a> .  Hybrid work schedule available consisting of regular onsite work at the Byron Rogers United States Courthouse in Denver and telework. Telework eligibility may require a short probationary period.
PAY:	CL 24 - 24/01 (\$49,840) – CL 24/61 (\$81,009) <b>Court Personnel Pay System. See <a href="#">Pay Table DEN*</a></b>  Placement within classification and range depends on experience and qualifications.
OPENED:	June 12, 2026
CLOSE DATE:	Position is open until filled. Applications reviewed as received. <b>Preference given to applications received by July 1, 2026.</b>

### 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 serves as a member of the Technical Services team and reports to the Technical Services and Acquisitions Librarian. Library Technicians assist in library operations, support the Technical Services department, and contribute to library services and initiatives circuit-wide as needed.

### REPRESENTATIVE DUTIES

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



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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 role is responsible for various administrative tasks assigned by the Technical Services Librarian, all aimed at advancing the department's modernization goals.

### MINIMUM QUALIFICATIONS

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

### HOW TO APPLY

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Email application package (cover letter, resume and [Application for Judicial Employment](#), preferably as a single PDF document) to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov).

**Reference Vacancy Announcement 26L11 in the subject line.**

### CONDITIONS OF EMPLOYMENT

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Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Excepted service appointments are "at will." Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required. The U.S. Courts are an equal opportunity employer.