



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

OPERATIONS ANALYST (#24C06)

DENVER, COLORADO

POSITION:	OPERATIONS ANALYST (#24C06)
POSITION TYPE:	Full-time position with comprehensive federal employee benefits package. Substantial telework is available after six months, but this position requires periodic onsite work at the Byron White Courthouse in Denver, Colorado.
SALARY RANGE:	CL 27 (\$64,518 – \$104,885). Starting salary commensurate with education, experience, and qualifications. Potential for future promotion to CL 28 (\$77,327 - \$125,720).
OPEN UNTIL FILLED:	Position opened on 05/03/2024. Applications will be reviewed as received. Applications preferred no later than 05/31/2024.

POSITION OVERVIEW:

The Clerk's Office of the United States Court of Appeals for the Tenth Circuit seeks a creative, innovation-focused, self-motivated technophile to serve as a full-time Operations Analyst. The Operations Analyst will be responsible for planning, proposing, and implementing initiatives to modernize legacy business processes and practices using SharePoint Online, Microsoft Power Platform, and Microsoft 365. The ideal candidate will have experience leveraging SharePoint, Microsoft Power Platform, and Microsoft 365 to modernize and integrate file/data management, work distribution, quality assurance, and related reporting processes. The Operations Analyst will be a member of the Clerk's Office's staff but will work across court units, and with judges and chambers staff, to identify, design, and implement process improvement initiatives to streamline operations, improve efficiency, increase productivity, assure quality, and provide ready access to data.

REPRESENTATIVE DUTIES:

- Build and maintain strong working relationships with subject-matter experts, end users, and other stakeholders at all levels of the organization to understand court culture, assess organizational requirements, and identify operational needs.
- Map business processes, gather stakeholder input, and identify opportunities to streamline operations, improve efficiency, increase productivity, assure quality, and make data more accessible and useful.
- Design, develop, document, deploy, maintain, and support technology-based solutions to modernize and integrate processes for file/data management, work distribution, quality assurance, and statistical reporting.
- Prepare technical documentation, training materials, other end-user resources, and related materials.
- Perform technical and end-user training and troubleshooting.
- Collaborate with other judiciary professionals to identify, adapt, and implement other courts' technology-based solutions in the Tenth Circuit.



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REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- A minimum of two years of experience designing, developing, and deploying technology-based solutions to modernize and integrate processes for file/data management, work distribution, quality assurance, and statistical reporting.
- Significant experience using SharePoint Online, Microsoft Power Platform, and O365 applications to automate and integrate business processes and practices.
- Innovative and creative problem-solving skills and the ability to work effectively with individuals from varying backgrounds at all levels of the organization to develop solutions to business problems.
- Excellent interpersonal skills, a strong work ethic, and a commitment to providing excellent customer service.
- Demonstrated ability to communicate technical concepts to non-technical staff.
- Ability to work independently in a team environment as well as the ability to manage multiple priorities while consistently meeting established deadlines.

PREFERRED QUALIFICATIONS:

- Experience working with an electronic case management system, preferably the Federal Judiciary's Case Management and Electronic Case Filing System (CM/ECF).
- Experience with systems integration and/or system process review, mapping, and design.
- Certifications related to lean process, process improvement, and/or Microsoft applications.

HOW TO APPLY:

Submit cover letter, resume, and [Application for Judicial Employment](#), as a single PDF attachment if possible, to HR@ca10.uscourts.gov. **Reference 24C06 in the subject line.** Incomplete application packages will not be considered. **Only applicants selected for interview will be contacted.**

INFORMATION FOR APPLICANTS:

Any applicant 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. Direct deposit of pay required. The U.S. Courts are equal-opportunity employers.