



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

POSITION: Paralegal to Federal Circuit Judge Scott M. Matheson, Jr.
Vacancy announcement #26JS01

LOCATION: Salt Lake City, Utah

TYPE: Full-time and permanent with a comprehensive benefits package. Benefits overview available at [BENEFITS](#).

PAY: JSP 11 (\$74,678 – \$97,087). Starting salary dependent upon qualification standards and commensurate with work experience, education, and qualifications. Direct deposit of pay required.

OPENED: January 6, 2026

CLOSED: Position is open until filled. Applications reviewed as received.

POSITION OVERVIEW:

The paralegal serves as the primary assistant to the Judge and as the office manager in chambers. The job entails both operations and case-related duties.

Operational Duties: Office management, including phone calls, mail, calendaring, filing, case management, track deadlines, maintain office supplies and equipment and law library, conduct inventory, coordinate law clerk hiring, arrange and process judge and law clerk travel, committee work assistance, and other duties as assigned.

Case-related Duties: Assist on judicial writings, including inputting edits, proofreading, formatting, and cite checking; provide general paralegal support, including organizing case records, preparing case summaries and factual chronologies, preparing documents for oral argument preparation, and legal research.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or paralegal certificate.
- Three years of paralegal and/or executive assistant experience that is closely related to the work of the position.
- Strong executive assistant background, preferably in a legal setting.
- Excellent organizational skills.
- Strong communication skills and attention to detail.



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- Experience with Microsoft Office Suite, database management, and online legal research tools.
- Integrity, character, and good judgment, including the ability to maintain strict confidentiality of all office and judicial matters.

HOW TO APPLY:

Submit cover letter, resume and [Application for Judicial Employment \(AO 78\)](#) to HR@ca10.uscourts.gov, and indicate 26JS01 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. Subject to the Code of Conduct for Judicial Employees.