



CAREER OPPORTUNITY

**UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT
DENVER, COLORADO**



POSITION:	PROJECT MANAGER (#25E07)
POSITION TYPE:	Full-time and permanent with a comprehensive federal benefits package available. Anticipated start date for this position is July 2025.
RECRUITMENT:	Position opened on May 9, 2025. Open until filled. Preference given to applications received by May 30, 2025. Applications reviewed as received.
SALARY RANGE:	Court Personnel Pay Scale (CPS) Classification Level 27/1 – 28/61 (\$65,932 - \$128,460). Salary is commensurate with experience, qualifications, and education. Salary quoted reflects entire salary band.

POSITION OVERVIEW: The Project Manager performs and coordinates technical, administrative, and professional responsibilities related to day-to-day building management issues, space planning and design, technical review and financial management planning, and project management. The Space and Facilities department provides service to judges and staff of the United States Courts for the Tenth Circuit, including the court of appeals, district courts, and bankruptcy courts in Colorado, Kansas, New Mexico, Oklahoma, Utah, and Wyoming. This position is stationed in the headquarters courthouse in Denver, Colorado.

REPRESENTATIVE DUTIES: As a member of a small team, this position will advise court units and work in coordination with the General Services Administration (GSA) on building management issues (including heating, cooling, repairs, etc.) and coordination of tenant alterations, repairs, and construction; review and recommend resources and strategies for accomplishing projects through space planning and design while maintaining compliance with judicial guides, policies and procedures; oversee selection, procurement, installation and moving of furniture; manage project assignments and assist team members with administrative tasks as needed; and provide overall support to all courts within the circuit among other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in interior design, project management, architecture, or similar discipline and at least three years of specialized experience, preferably in space planning and/or design.
- Excellent analytical, organizational, and interpersonal communication skills; as well as superior oral and written communication skills and exceptional customer service skills.
- Thorough knowledge and understanding of concepts used by the various disciplines related to project management including development, facility planning, architectural concepts, and design.
- Ability to read, analyze, and to interpret specifications, technical procedures, and governmental regulations as well as the ability to manage budgetary and financial aspects of a project.
- Comprehensive knowledge of and skill in using computer technology; including excellent technical abilities in AutoCAD, SketchUp, spreadsheets, databases, and word processing systems.
- Ability to effectively analyze and synthesize diverse input, establish priorities, and to complete multiple projects simultaneously and in a team environment.
- Willingness to assist other team members and court staff, as needed.

HOW TO APPLY: Submit cover letter, resume, and Application for Judicial Employment (available [HERE](#)) as a single PDF attachment, if possible, to HR@ca10.uscourts.gov. **Reference #25E07 in the subject line. Only applicants selected for interview will be contacted.**

INFORMATION FOR APPLICANTS: All applicants 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. **Incomplete application packages will not be considered.**