



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

POSITION: PROJECT MANAGER (26E12)

LOCATION: Denver, Colorado

POSITION TYPE: Full-time and permanent. Federal benefits overview available at [BENEFITS](#).

Hybrid work schedule available consisting of regular onsite work at the Byron White Courthouse and regular telework (telework eligibility may require a short probationary period).

PAY: Court Personnel Pay System. See [Pay Table DEN*](#)
CL 27 – \$66,600- \$108,262

Placement within classification and range depends on experience and qualifications. Promotion to the CL 28 may be granted without further competition.

OPENED: July 9, 2026

CLOSE DATE: Position is open until filled. Applications reviewed as received. Preference given to applications received by August 1, 2026.

POSITION OVERVIEW

The Space and Facilities Project Manager 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



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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.

MINIMUM QUALIFICATIONS

- Bachelor's degree in interior design, project management, architecture, or similar discipline and at least three years of specialized experience, preferably in space planning, design or furniture specification.
- 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, Power Point, databases, word processing systems.
- Ability to effectively analyze and synthesize diverse input, establish priorities, and to complete multiple projects simultaneously and in a team environment.

HOW TO APPLY

Email application package to HR@ca10.uscourts.gov. Reference Vacancy Announcement 26E12 in the subject line. Incomplete applications may not be accepted.

Application package must include:

- Cover letter
- Resume
- Application for Judicial Employment

CONDITIONS OF EMPLOYMENT

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.

WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

Dates of Employment (mm/dd/yyyy) From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)	Name of Employer (firm, organization, etc.) Address of Employer	
Reason for Leaving		
Description of Work		

B

Dates of Employment (mm/dd/yyyy) From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)	Name of Employer (firm, organization, etc.) Address of Employer	
Reason for Leaving		
Description of Work		

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)	Name of Employer (<i>firm, organization, etc.</i>) Address of Employer	
Reason for Leaving		
Description of Work		

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)	Name of Employer (<i>firm, organization, etc.</i>) Address of Employer	
Reason for Leaving		
Description of Work		

OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT

Answer questions 19, 20, and 21, only if required by the vacancy announcement. Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

19. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)* YES NO If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

20. Have you been convicted by a military court-martial in the past 7 years? YES NO If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

21. Are you now under charges for any violation of law? YES NO If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

22. REMARKS *(Use this space for continuation of answers. List the item number being explained.)*

[Empty space for providing remarks and explanations for previous answers.]

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____