



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT
OFFICE OF THE CLERK



CAREER OPPORTUNITY
COURT SUPPORT SPECIALIST - #20C08

- POSITION TYPE:** Full-time position with full benefits package available.
- SALARY RANGE:** CL-25 (\$46,381 - \$75,443) Dependent upon experience, qualifications, and past salary history.
- CLOSING DATE:** Open Until Filled – Preference given to applications received by October 30, 2020.
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POSITION OVERVIEW: The Clerk’s Office for the United States Court of Appeals for the Tenth Circuit is seeking candidates for the position of Court Support Specialist. This position operates as a member of a team; as such, exceptional skill in dealing with others and a desire to work within a team environment are essential to the position.

REPRESENTATIVE DUTIES: The Court Support Specialist supports the records, case screening, intake/cashiering, printshop, mailroom, and archiving operations of the Clerk’s Office. The duties of the position include, but are not limited to: preparing and submitting cases and materials to judges for case screening and disposition, docketing case-screening and disposition-related information, handling requests for services, processing case documents (scanning and filing pleadings), printing special projects, providing clerical assistance and backing up the front counter, cashiering, and mailroom duties. Of particular importance to this position is the facilitation of the court’s multi-step case screening process, which requires strong data processing skills and well-honed attention to detail. Court Support Specialists also have substantial telephone and email contact with chambers and other court personnel, so excellent communication skills and professionalism are imperative. The Court Support Specialist may assist in managing the courtroom during oral argument proceedings. The lifting of records and boxes and the maintenance of files requires moderate to heavy physical activity on a routine basis.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- At least two years related clerical or administrative experience, one of which must have been in a court setting or law firm.
- Ability to communicate effectively both orally and in writing.
- Professionalism in dealing with judges, chambers staff, court personnel and the public.
- Ability to work closely and well with others in a team environment, and to interact effectively with individuals from varying backgrounds.
- Strong computer skills, and experience with Word, WordPerfect, Adobe, and Windows-based programs.
- Demonstrated experience handling and maintaining sensitive and confidential information and materials.
- Strong initiative, motivation, and problem-solving skills, and good judgment.
- Strong organizational, administrative, and multi-tasking skills; ability to adjust to changing priorities with minimal disruption of ongoing work.
- Attention to detail and ability to carry out complex, multi-step processes with minimal errors.
- A willingness to take responsibility for both individual work and the work of the team.

PREFERRED QUALIFICATIONS/SKILLS:

- Experience with federal court operations.

HOW TO APPLY: Combine a cover letter, resume, and Application for Judicial Employment (AO – 78) into one single PDF attachment and email it to HR@ca10.uscourts.gov. The subject line should reference vacancy announcement #20C08. Applications that do not include all of the required material will not be considered. Only those selected for interview will be contacted.

The Application for Judicial Employment (AO – 78) can be found at <https://www.ca10.uscourts.gov/hr/new-hire>



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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. Position contingent upon the continued availability of funds. The Clerk of Court reserves the right to modify the conditions of this announcement or withdraw the announcement without prior notice.