# UNITED STATES COURT OF APPEALS
# FOR THE TENTH CIRCUIT

## EXECUTIVE ASSISTANT
## #15C05

**POSITION TYPE:** Position is full-time and permanent – subject to continued availability of funds.

**SALARY RANGE:** CL 25 - $41,538 - $67,561 (Dependent upon experience and qualifications). Full Benefits Package Available.

**CLOSING DATE:** Open Until Filled – Preference given to applications received by July 10, 2015.

**POSITION OVERVIEW:**

The Office of the Clerk for the Tenth Circuit Court of Appeals located in Denver, Colorado is seeking to hire an experienced and technically qualified employee to serve as an Executive Assistant. This position will provide administrative, operational, and technical support to the Clerk of Court and Chief Deputy Clerk, as well as work with all levels of court staff including judges.

**REPRESENTATIVE DUTIES:**

- Attend court sessions and act as a courtroom deputy during oral arguments.
- Coordinate the use of courtrooms and other resources managed by the Clerk's Office.
- Serve in a variety of administrative support roles including the coordination of travel and other financial support, preparation of correspondence, calendar management, and the scheduling of meetings and appointments.
- Perform technical court functions including case management and electronic docketing, proofreading, editing, and updating court forms, manuals, rules and policies.
- Assist with coverage for the front intake counter and provide mail and record maintenance support.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university.
- At least one year of specialized experience in office administration, and/or executive level support.
- Proficiency in all computer applications including MS Excel, PowerPoint, Word, etc. Familiarity with WordPerfect is desired.
- Excellent written and oral communication skills including writing, editing and proofreading legal documents.
- Strong organizational skills and the ability self-motivate.
- Strong interpersonal skills and the desire to work in a team environment.
- Prior legal/court experience as a legal assistant, paralegal and/or judicial assistant strongly preferred.

## HOW TO APPLY:

Qualified candidates should email a cover letter and resume, as a single PDF attachment, to HR@ca10.uscourts.gov. *The subject line (attention to) should reference Executive Assistant – 15C05.*

Alternatively, application packages may be mailed to:

U.S. Court of Appeals for the Tenth Circuit
Attn: Human Resources
Byron White United States Courthouse
1823 Stout Street
Denver, CO 80257

***Applications which do not include all of the required material will not be considered.***

## INFORMATION FOR APPLICANTS:

All appointments with the Court of Appeals are contingent upon satisfactory completion of a background investigation. Applicants must be eligible to work in the United States.

All positions in the Office of the Clerk are excepted appointments and are "at will."

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS