

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT



POSITION:	DEPUTY CIRCUIT EXECUTIVE Announcement Number – #24E09
LOCATION:	Denver, Colorado
POSITION TYPE:	Full-time and permanent with a comprehensive benefits package. Benefits overview available at https://www.ca10.uscourts.gov/hr/benefits .
COMPENSATION:	JSP 14 – 17. Up to \$204,000 per year. Salary commensurate with qualifications.
APPLICATION DATE:	Vacancy Opened: June 21, 2024. Position is open until filled. Applications reviewed as received and preferred by July 17, 2024.

POSITION OVERVIEW:

The United States Court of Appeals for the Tenth Circuit seeks to fill the position of Deputy Circuit Executive. The Deputy Circuit Executive is a senior level position that serves as the second-in-command to the Circuit Executive, exercises management responsibility for the office and provides administrative and functional support to the Chief Circuit Judge, Judicial Council, Court of Appeals, and other Courts throughout the Tenth Circuit.

REPRESENTATIVE DUTIES:

The Deputy Circuit Executive assists the Circuit Executive in matters of court administration including policy formulation and analysis, space and facilities, training and staff development, budget and finance, information technology, human resources, emergency preparedness, security, judicial conferences, and other special events and projects. This position also provides technical and administrative support to all courts within the Tenth Circuit and the Judicial Council. The Deputy Circuit Executive is responsible for advising the Circuit Executive on procedures and policies consistent with local practice, national policy, and the mission of the court. This position involves extensive analytical and writing responsibilities and requires a clear understanding of court administration, judicial conduct and disability procedures, employee relations, and strategic planning.

REQUIRED QUALIFICATIONS:

- Graduate degree in a legal or business-related field.
- 6 years of administrative, professional, or legal experience in public service or business, with at least 3 years of experience in a position of substantial management responsibility.
- Superior analytical, communication, and interpersonal skills.
- Outstanding organizational and problem-solving skills.
- Proven ability to demonstrate sound judgment and ethics and maintain confidentiality as needed.
- Ability to prioritize tasks and adapt to changing situations and priorities.

PREFERRED QUALIFICATIONS:

- Strong preference for a Juris Doctor degree and/or management experience in a federal or state court.

HOW TO APPLY:

Submit cover letter, resume, one writing sample, and the Application for Judicial Employment (AO – 78) to HR@ca10.uscourts.gov. Applications that do not include all required materials may not be considered. The Application for Judicial Employment can be found at: <https://www.ca10.uscourts.gov/hr/human-resources>

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 high-sensitive executive level background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.