



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT OFFICE OF STAFF COUNSEL



VACANCY ANNOUNCEMENT: #25A11

POSITION: STAFF ATTORNEY

LOCATION: Denver, CO

STARTING

SALARY RANGE: CL 28/29 under the Court Personnel Pay Scale.
CL 28 (\$79,046-\$128,460); CL 29 (\$93,976-\$152,788).
Ranges listed are minimum and maximum earning potential for grades. Placement within classification and range depends on experience and qualifications.

CLOSING DATE: Open-Until-Filled (Position opened on November 21, 2025)

The Office of Staff Counsel for the U.S. Tenth Circuit Court of Appeals is seeking a highly qualified graduate of an accredited law school to serve as a staff attorney to the full court. The office currently consists of sixteen attorneys and three support staff. This is an at-will position that is dependent on performance, the needs of the court, and funding. This position is full-time and requires onsite work at the Byron White Courthouse; limited and conditional telework is permitted after a designated period.

POSITION OVERVIEW: The Office of Staff Counsel's principal responsibility is to make recommendations to the court on the disposition of substantive motions, appeals decided without oral argument, original proceedings, and emergency matters. Staff attorneys confer with the judges, conduct legal research, prepare legal memoranda, and draft proposed dispositions. The office also drafts and maintains substantive legal reference manuals for the benefit of the judges and their clerks. The court is looking for individuals who are proficient at legal research; can analyze complex legal issues thoroughly and efficiently; express themselves clearly, both orally and in writing; have strong editing skills and a high level of attention to detail; and can produce work in an efficient and timely manner.

MINIMUM REQUIRED QUALIFICATIONS:

- Graduation from an accredited law school
- Strong academic background and performance
- Superior legal research, analytical, writing, and editing skills
- One year of relevant post-law-school experience *or* clerkship

PREFERRED QUALIFICATIONS:

- Judicial law clerk or court legal staff experience
- Law Review
- Significant legal writing experience

HOW TO APPLY: Submit application package on OSCAR at: <https://oscar.uscourts.gov>

Application package must include:

- Cover letter and resume
- Writing sample with coversheet explaining any input or editing by others
- Law school transcript
- Statement of good standing to practice before the highest court of a state/territory or copy of bar registration (if admitted to a bar)

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.