

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

CAREER OPPORTUNITY

CIRCUIT EXECUTIVE

Denver, Colorado

Announcement Number – #24E01

POSITION TYPE: Full-time, permanent with a comprehensive benefits package available.

SALARY: Circuit Executives' Rates of Pay, Tenth Circuit, \$243,300 (adjusted locality rate).

CLOSING DATE: Open Until Filled – Preference given to applications received by February 12, 2024.
Anticipated start date is July 01, 2024.

POSITION OVERVIEW:

The Circuit Executive, working under the direction of the Chief Judge of the Tenth Circuit, and reporting to the Judicial Council, administers non-judicial activities for the circuit court including budget, procurement, space and facilities, emergency preparedness and security, information technology, personnel, special events and projects, among other responsibilities. The Circuit Executive also provides staff support to the Circuit Judicial Council, including compiling and analyzing statistical data and preparing reports and recommendations regarding the business of the federal courts in the circuit. The Circuit Executive serves as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the courts of the various States in which the circuit is located, the Marshal's office, State and local bar associations, civic groups, news media, and other private and public groups having an interest in the administration of the courts.

This position involves extensive analytical and writing responsibilities. The incumbent should have a thorough understanding of the administration of a court including budgeting, Judicial Conduct and Disability, employee relations, and strategic planning.

REQUIREMENTS:

A law degree from an accredited law school and a minimum of ten years of progressively responsible administrative experience, including at least five years of substantial management experience preferably in court administration or similar setting. Successful candidate should have demonstrated skill in leading, motivating, and overseeing a diverse workforce and experience with the provision of court services, preferably at the federal level. Candidates should possess strong analytical, communication, and interpersonal skills, as well as have a positive, proactive, and creative approach to managing a workforce, strategic planning, and problem solving.

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.

HOW TO APPLY:

Submit cover letter, resume, two writing samples, 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>