



## Notice of Vacancy

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<b>Position Title:</b>	Case Administrator/Relief Courtroom Deputy Full-time/Regular, Excepted Service
<b>Announcement No.:</b>	2024-02
<b>Location:</b>	Danville, Virginia
<b>Opening Date:</b>	April 30, 2024
<b>Closing Date:</b>	Open Until Filled Submissions received by May 17, 2024, will receive first consideration
<b>Salary Range:</b>	\$47,966 - \$77,966 (CL-25) Starting salary commensurate with qualification and experience Promotion potential to target grade of CL-26 without further competition

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The Clerk's Office for the Western District of Virginia seeks a customer service oriented professional to maintain and process case information, manage case progression, and assist with courtroom activities in support of court operations. The Clerk's Office currently consists of 41 employees who support 9 judicial officers and their staff located in six divisions throughout the district (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke). The position is located in the Danville divisional office. Travel, including overnight, within and outside the district is required.

### REPRESENTATIVE DUTIES

- Process notices of appeals and appeal-related documents. Process opinions and close appeals. Make summary entries on all documents and proceedings. Assign claim numbers. Receive and docket terminating documents. Perform quality control on attorney-docketed entries. Accept, review and process documents. Prepare deficiency worksheet/notice. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file requests. Set schedules for briefing and record preparation. Refer cases to panels of judges or court attorneys for action.
  - Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
  - Receive payments and issue receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Prepare bank deposits and verification of deposit receipts.
  - Create and process new case file. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Certify court documents and ensure data quality. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
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- Prepare case files for tracking records. Prepare, ship, and retrieve records from the appropriate Federal Records Centers. Scan, copy, file, pick-up, sort, and process mail. Maintain the mail meter and meter log.
  - Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems and assist with the orderly flow of proceedings, as required. Take notes of proceedings, rulings, notices and prepare minute entries electronically, as required.
  - Answer and route incoming calls. Assist public by answering filing questions, providing requested forms, and assisting with docket queries. Assist the public in use of computerized databases. Provide basic information to the public, bar, and the court.
  - Assess upcoming trials and needs for jurors, ensuring coordination with the jury department. Check in juries. Assist the judge and parties in jury selection and maintain records of jury selection and attendance, as required.
  - Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
  - Assist with coordinating hearings. Review cases and reports for necessary actions. Manage progression of assigned cases to final disposition. Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
  - Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all order and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
  - Perform other duties as assigned and/or as may be unique to a divisional office's operations.

## **QUALIFICATIONS**

At least one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Clerical/administrative experience in the legal field or prior federal judiciary experience are preferred. The ideal candidate is a self-directed, highly organized professional who is mature, responsible, and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of staff at all levels of the organization; possesses excellent communication skills; understands the importance of confidentiality; and maintains a professional demeanor and appearance at all times.

## **BENEFITS**

As part of a generous total compensation package, the federal judiciary offers a diverse group of benefit programs, including health, dental, and vision coverage, participation in flexible reimbursement accounts, and retirement benefits. For more information, visit the [Benefits](#) page on the United States Courts' website.

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

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## HOW TO APPLY

Qualified candidates must submit the following:

1. A letter of interest;
2. A detailed resume;
3. Contact information for three professional references; and
4. The [Judicial Application for Employment – Form AO78](#).

Application packets should be submitted as a **single PDF** via email to [careers@vawd.uscourts.gov](mailto:careers@vawd.uscourts.gov) and reference **Case Admin/Relief CRD #2024-02** in the subject line. Only complete application submissions will be considered. Application submissions received by close of business **Friday, May 17, 2024**, will receive first consideration.

Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The United States District Court is an Equal Opportunity Employer.

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