



Notice of Vacancy

Position Title:	Intake Clerk Full-time/Regular, Excepted Service
Announcement No.:	2025-07
Location:	Roanoke, Virginia
Opening Date:	July 16, 2025
Closing Date:	July 30, 2025
Salary Range:	\$39,958 - \$64,962 (CL23/1 – CL-23/61). Starting salary defaults to Step 1 but affords limited discretion for advanced in step appointments commensurate with qualifications and experience. Promotion potential to target grade CL-24 without further competition.

The Clerk's Office for the Western District of Virginia seeks a customer service oriented professional to perform a variety of intake duties, including receiving, reviewing, and filing documents, maintaining court files, and collecting court fees. The Clerk's Office currently consists of 37 employees who support 10 judicial officers and their staff located in six divisions throughout the district (Abingdon, Charlottesville, Danville, Harrisonburg, Lynchburg, and Roanoke). This position is located in the Roanoke office. Occasional travel, including overnight, within and outside the district is required.

REPRESENTATIVE DUTIES

- Act as a receptionist, greeting visitors/customers, answering routine questions, providing requested forms, assisting with docket inquiries, and directing visitors/customers to the appropriate person or department. Assist the public in the use of computerized databases.
 - Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Assist with assigning case numbers, randomly assigning cases to judges, and preparing the case file. Route documents to proper office/staff after acceptance.
 - Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others. Assist with preparing and transmitting records to the Federal Records Center for storage and retrieving records when needed.
 - Receive payments and issue receipts for fines, penalties and forfeitures, court costs and bail bonds, etc. Secure funds in cash register. Balance cash drawer at the end of each day. Prepare bank deposits and verification of deposit receipts.
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- Distribute incoming mail received from mailroom and prepare outgoing mail and parcel packages.
 - Perform data entry functions and generate standard reports. Ensure data quality. Verify accuracy of monthly reports, assisting the CM/ECF System Administrator.

QUALIFICATIONS

High school graduate or equivalent and two (2) years general experience are required.

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience.

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

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

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>.

HOW TO APPLY

Qualified candidates must submit: 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 and reference **Intake Clerk #2025-07** in the subject line. Only complete application submissions will be considered. Application packets due by 5:00 p.m. on **Wednesday, July 30, 2025**.

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.
