



Notice of Vacancy

Position Title:	Deputy Clerk Full-time/Regular, Excepted Service
Announcement No.:	2025-09
Location:	Charlottesville, Virginia
Opening Date:	September 12, 2025
Closing Date:	September 30, 2025
Salary Range:	\$ 44,259 – \$79,443 (CL24/1 – CL 25/61) Starting salary defaults to Step 1 of qualifying grade but affords limited discretion for advanced in step appointments commensurate with qualifications and experience. Promotion potential to target grade of CL 26 without further competition.

The Clerk's Office for the Western District of Virginia seeks a customer service oriented professional to maintain and process case information and manage the progression of cases from opening to final disposition in accordance with approved internal controls, procedures, and rules. 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). The position is located in the Charlottesville divisional office. Occasional travel, including overnight, within and outside the district is required.

REPRESENTATIVE DUTIES

- Create, open, and process new cases in the court's electronic case management system. Docket initial opening events. Sort, classify, and file case records. Receive and docket terminating documents. Retrieve files and make copies of records for court personnel, attorneys, and others. Prepare case file for tracking records. Prepare, ship, and retrieve records from the appropriate Federal Records Centers.
 - Accept and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements and process documents accordingly. Assign case numbers, randomly assigning cases to judges, and prepare the case file. Route documents to proper office/staff after acceptance.
 - Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Make summary entries on all documents and proceedings. Certify
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court documents and ensure data quality. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.

- 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. Balance cash drawer at the end of the day. Prepare bank deposits and verification of deposit receipts.
- Processes notice of appeals and appeal-related documents. Prepares record for Fourth Circuit Court of Appeals if transmission is requested.
- 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. Performs quality control activities.
- Coordinate with jury department on upcoming jury trials and grand juries and assists with empanelment and processing activities. Responds to juror inquiries and requests. Maintains and updates the inbound and outbound telephone calls through use of an interactive voice response system for summonsed jurors. Records attendance, prepares paperwork, and escorts panels to court, coordinating with judges' daily calendars/needs. Conducts orientation, assists jurors with their logistical needs, and instructs jurors as to their duties and court procedures. Prepares vouchers for juror payments including jury fees, mileage, lodging, parking, and costs. Prepares vouchers for refreshments and supplies. Prepares certificates of attendance.
- Furnish information and instructions to persons desiring to file petitions for naturalization and declarations of intention. Attend court on naturalization hearings, administer oath of allegiance, prepare naturalization program. Act as liaison with the U.S. Citizenship & Immigration Service (USCIS), the U.S. Attorney's Office, and other outside parties (Color Guard, DAR, etc.). Process paperwork upon conclusion of court hearing, including statistical and quarterly reports.
- 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. Prepare correspondence regarding docket inquiries and/or issues. Provide basic information to the public, bar, and the court. Assist the public in the use of computerized databases.
- 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.

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 **Deputy Clerk #2025-09** in the subject line. Only complete application submissions, received by **5:00 p.m. EST on September 30, 2025**, will be considered.

Due to the anticipated high volume of submissions 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. Applicants scheduled for an interview should advise the Court if a reasonable accommodation will be necessary. **The United States District Court is an Equal Opportunity Employer.**