



Notice of Vacancy

Position Title:	Administrative Services Specialist Full-time/Regular, Excepted Service
Announcement No.:	2026-03
Location:	Roanoke, Virginia
Opening Date:	February 20, 2026
Closing Date:	March 9, 2026
Salary Range:	\$54,372 - \$97,098 (CL 26/1 – CL 27/61) Starting grade and salary commensurate with qualifications and experience. Salary defaults to Step 1 but affords limited discretion for advanced in step appointments.

The Clerk's Office for the Western District of Virginia seeks detail oriented professional to administer the court's Criminal Justice Act (CJA) Payment Program, ensuring compliance with 18 U.S.C. §3006A, and provide administrative and operational support for such matters as archives retrieval, property disposal, attorney admissions, and internal controls self-assessments. The Clerk's Office currently consists of 41 employees who support 10 judicial officers and their staff located in five divisions throughout the district (Abingdon, Charlottesville, Harrisonburg, Lynchburg, and Roanoke). The position is stationed in the Roanoke office, with the option of remote work available for the right candidate. Travel, including overnight, within and outside the district may be required.

REPRESENTATIVE DUTIES

- Conducts legal and procedural compliance audits of all CJA vouchers submitted for payment, including research of CJA guidelines, court docket, and other sources as needed to make necessary determinations on changes/corrections, as applicable.
 - Advises the court and the bar on CJA legal procedural issues and makes recommendations to judges on legality and reasonableness of payments and services.
 - Enters data into the automated CJA payment system and properly maintains CJA payment records, ensuring accuracy and proper accounting processes.
 - Serves as liaison between the bar, the court, the Circuit, the Administrative Office, and the Federal Public Defender's Office (FPDO) regarding all CJA payment-related matters.
 - Keeps current with CJA guidelines and reference material and assists with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes, as applicable.
 - Assists with management of CJA panels for multiple locations within the district. Participates in training CJA panel attorneys on voucher processing and payment.
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- Maintains internal records and statistics regarding CJA payments and appointment activity for use by the clerk's office, the court, the Administrative Office, and other parties. Provides training and support to personnel in the use of the CJA Payment Program and voucher processing.
 - Serves as the district's point of contact for archive inquiries and retrieval of records from the Federal Records Center (FRC).
 - Serves as the disposal officer for managing excess property and compliance requirements, ensuring compliant reuse, transfer, donation, or sale.
 - Assists with maintaining internal control processes and compliance requirements. Assists in conducting annual self-assessments.
 - Inputs new WDVA attorneys upon notification of admission, updating information and active/inactive status as necessary and editing duplicate data. Reviews certificates in good standing and registrations and verifies bar membership status. Distributes logins/passwords as appropriate. Processes acknowledgement letters to counsel as required, records and maintains disciplinary actions taken against WDVA attorneys, and maintains hard copy files as required.
 - Performs other duties as assigned.

QUALIFICATIONS

High school graduate or equivalent and at least one (1) year of specialized experience for appointment at a CL26 or at least two (2) years of specialized experience for appointment at a CL27 is required.

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 involves 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>.

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 **Administrative Services Specialist #2026-03** in the subject line. Only complete application submissions will be considered. Application must be received by **5:00 p.m. EST on Monday, March 9, 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. 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.**
