



## Notice of Vacancy

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<b>Position Title:</b>	CM/ECF Administrator Full-time/Regular, Excepted Service
<b>Announcement No.:</b>	2026-04
<b>Location:</b>	Roanoke, Virginia
<b>Opening Date:</b>	<b>February 20, 2026</b>
<b>Closing Date:</b>	<b>March 9, 2026</b>
<b>Salary Range:</b>	\$59,732- \$97,098 (CL27/1 – CL27/61). 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-28 without further competition.

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The Clerk's Office for the Western District of Virginia seeks a detail-oriented-professional who will be responsible for the administration of the Case Management/Electronic Case Filing (CM/ECF) system, ensuring the integrity and efficiency of the court's case information database. 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). This position is stationed in the Roanoke office, with the option of remote work available for the right candidate. Occasional travel, including overnight, within and outside the district is required.

### REPRESENTATIVE DUTIES

- Implements and maintains an effective quality assurance program to monitor and ensure the accuracy and completeness of the court's case management database. Identifies data entry errors and recommends corrective action. Maintains user log errors. Analyzes procedures and effects changes to ensure the integrity and improve the efficiency of the system.
  - Recommends, evaluates, installs, and tests all new releases of CM/ECF and modifies and/or enhances system to meet court unit's needs. Interprets accompanying manuals, creates documentation, and appropriately disseminates all information regarding modifications and enhancements.
  - Manages CM/ECF user account information. Provides user support and troubleshoots issues for CM/ECF and PACER databases. Acts as a liaison between automation staff and court staff.
  - Identifies needs and trains users in all aspects of case management systems operation. Maintains a training database of test cases. Develops specialized training material, as necessary. Prepares and updates documentation, as necessary.
  - Reviews database content to determine what information should be purged or archived. Analyzes user needs with regards to database content and procedures and makes recommendations to refine protocols, events, dictionaries, entry screens and other data elements.
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- Creates, maintains, and tests dictionary events, tables, and other programs in CM/ECF, such as Records Management, Conflict Checking, Monthly Trials Report, MJSTAR, and other related programs.
  - Analyzes CM/ECF data by developing and generating statistical and other ad hoc reports and charts using tools such as SQL, Excel, and Crystal Reports. Provides management with reports summarizing findings and recommending appropriate actions. Provides management with monthly quality assurance reports regarding employee docketing performance and related training needs.
  - 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 acknowledgment letters to counsel as required, records and maintains disciplinary actions taken against WDVA attorneys, and maintains hard copy files as required.
  - Serves as a liaison with the Administrative Office for all quality assurance, statistical, and procedural issues relating to CM/ECF.
  - Performs other duties and assists with other programs/projects as assigned.

## QUALIFICATIONS

High school graduate or equivalent and two (2) years of 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](mailto:Careers@vawd.uscourts.gov) and reference **CM/ECF Administrator 2026-04** in the subject line. Only complete application submissions will be considered. Application packets due by **5:00 p.m. on Monday, March 9, 2026**.

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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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