



Notice of Vacancy

Position Title:	Case Administrator/Relief Courtroom Deputy Full-time/Regular, Excepted Service
Announcement No.:	2026-08
Location:	Roanoke, Virginia
Opening Date:	March 23, 2026
Closing Date:	April 6, 2026
Salary Range:	\$49,361 - \$88,366 (CL 25/1 – CL 26/61) Starting salary and grade 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 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 40 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 located in the Roanoke office. Travel, including overnight, within and outside the district is required.

REPRESENTATIVE DUTIES

- Accept, review and process documents, including notices of appeals and appeal-related documents. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. 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 and docket initiating and terminating documents in automated case management system. Docket orders, pleadings, judgments, and minutes as directed by local court policy. Assist in case management by ensuring all automated entries are appropriately linked for proper case management. 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. Prepare correspondence regarding file inquiries, docket sheets, and other file requests.
 - Attend court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems and assisting with the orderly flow of proceedings, as required. Take notes of proceedings, rulings, notices and prepare minute entries electronically, as required.
 - Assist public by answering filing questions, providing requested forms, and assisting with docket queries. Provide basic information to the public, the bar, and the court.
 - Inform jury department of upcoming trials, needs for jurors, etc., and may assist with checking in the jury. Assist the judge and parties in jury selection and maintain records of jury selection and attendance.
-

-
- Draft orders and judgments for the judge's approval, including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
 - Assist with calendaring and regulating case movement, including setting and monitoring deadlines, as well as coordinating hearings. Review cases and reports for necessary actions. Manage progression of assigned cases to final disposition and keep the judge and immediate staff informed of case progress. Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
 - Assist with the administration of grand jury, including empaneling grand jury, preparing orders, maintaining indictments, processing returns, sealing indictments by appropriate motion and order, and issuing warrants as directed by the court.
 - 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

A high school diploma or equivalent and at least one (1) year of specialized experience 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 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>.

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 **Case Admin/Relief CRD #2026-08** in the subject line. Only complete application submissions will be considered. Application must be received by **4:30 p.m. EST on Monday, April 6, 2026**.

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.**