



United States District Court Southern District of West Virginia Career Opportunity

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EEO Employer

POSITION:

Court Services Specialist

JOB DESCRIPTION:

Individual with broad knowledge of court operations, processes, policies and procedures. Must have highly developed leadership, management and negotiation skills. Extensive knowledge of federal emergency preparedness, including COOP guidelines. Knowledge of security threat and risk avoidance. Ability to review and refine occupant emergency plans. Knowledge of judicial officer safety. Skill in the use of automated equipment, including word processing, spreadsheet, presentation, database and other computer-based systems. Ability to research and access information on the Internet.

LOCATION:

Charleston, WV

QUALIFICATIONS:

Must possess strong organizational and analytical skills. A qualified candidate is able to adhere to stringent deadlines and demonstrates strong oral and written communication skills and interacts effectively with judges, attorneys, court personnel, and outside emergency preparedness agencies. A bachelor's degree from an accredited college is preferred, but not required. FBI fingerprint check and credit check will be required.

HOW TO APPLY:

Send cover letter, resume and salary history to: Nancy Woodall (Vacancy Announcement 10-CO-03), P.O. Box 2546, Charleston, WV 25329-2546.



Applications must be postmarked by
November 29, 2010. Position open until
filled.