



# United States District Court Southern District of West Virginia **Career Opportunity**

[www.wvsd.uscourts.gov](http://www.wvsd.uscourts.gov)

EEO Employer

**POSITION:**  
Docket Clerk

**JOB DESCRIPTION:**

Individual with progressively responsible clerical experience needed for a Docket Clerk position in the operations unit of Federal Court. A qualified candidate is able to enter a high volume of complex data into an automated case management system accurately, is able to adhere to stringent deadlines, demonstrates strong communication, organizational, and analytical skills, and interacts effectively with judges, attorneys, litigants, and court personnel.

**LOCATION:**  
Charleston, WV

**QUALIFICATIONS:**

A bachelor's degree from an accredited college or university, skills in keyboarding, the routine use of automated software for word processing and data entry, experience in the legal field, and familiarity with legal terminology desirable.

**HOW TO APPLY:**

Send cover letter, resume, and salary history to:

Nancy Woodall (Vacancy Announcement 10-CO-01), P.O. Box 2546, Charleston, WV 25329-2546. Must be received by July 12, 2010.

