



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA  
OFFICE OF THE CLERK**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Chief Deputy Clerk	<b>Announcement #:</b>	25-CO-01
<b>Appointment Type:</b>	Full-time, Regular		
<b>Location:</b>	Charleston, WV		
<b>Starting Salary:</b>	<a href="#">JSP 14 – JSP 16 (\$122,198 - \$204,000)</a> <i>Starting salary depends upon experience and qualifications.</i>		
<b>Promotion Potential:</b>	Up to JSP 16 without competition.		
<b>Opening Date:</b>	November 14, 2024		
<b>Closing Date:</b>	Open until filled. Applications received by <b>December 5, 2024</b> will receive first consideration.		
<b>Open To:</b>	All qualified applicants		
<b>Start Date:</b>	Approximately mid-January 2025		

**Job Summary:**

The Chief Deputy Clerk is an executive-level management position that serves as a second-in-command to the Clerk of Court assisting the Clerk in the supervision, management, and administration of the Clerk's Office and acts on behalf of the Clerk in the Clerk's absence. The Clerk's Office of the U.S. District Court for the Southern District of West Virginia has points of holding court located in Beckley, Bluefield, and Huntington, with the main office located in Charleston, West Virginia. The Clerk's Office is comprised of 42 employees who support five active Article III judges, two senior Article III judges, and three full-time magistrate judges.

**Representative Duties:**

This position directly manages and supervises assigned functional areas, including but not limited to operations case management, budget, CJA, finance, human resources, IT, jury administration, procurement, and space and facilities. The position has regular interaction with judges, high-level officials of other organizations and agencies, and members of the bar and public. The incumbent reviews and analyzes organizational structure, reporting relationships, and functional assignments; assists in strategic planning, staff development, and change management to meet current and future needs of the office; establishes and adjusts long range schedules, priorities, and deadlines for operational and administrative services; analyzes the quantity and quality of work and takes or recommends necessary corrective actions; and develops, refines, implements, and communicates office policies, procedures, and programs to enhance productivity.

The incumbent further conducts special studies; prepares statistical and narrative reports; makes recommendations to the Clerk of Court on various management matters; completes complex projects,

including implementation of new local or national programs; and assists in providing leadership, management, and supervision of operational and administrative services through coaching, mentoring, training, and facilitating constructive communication.

### **Qualifications:**

Interested applicants must have a Juris Doctor (JD) degree and a minimum of three (3) years of progressively responsible experience in administrative, supervisory, managerial, or professional work which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person relationships and (c) the ability to exercise mature judgment.

The ideal candidate will possess excellent communication and interpersonal skills; demonstrate strong leadership, organizational and problem-solving skills; possess a positive work attitude; maintain a professional demeanor; and consistently demonstrate sound ethics and judgment.

### **Court-Preferred Skills and Qualifications:**

Knowledge of and progressively responsible experience in court or legal management in such areas as operations, information technology, space and facilities, human resources, finance, budget, and procurement. Experience in the federal court environment is advantageous, particularly when combined with a working knowledge of Microsoft Office, CM/ECF and JIFMS. Experience in a legal field which required knowledge, interpretation, and application of Federal Rules of Civil and Criminal Procedure and/or federal statutes is highly desired. Person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

### **Employee Benefits:**

This position is covered by the Judiciary Salary Plan and is entitled to benefits that include: Federal Employees' Retirement System and Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, periodic salary increases, 11 paid holidays per year, Learning and Development Tuition Assistance, Public Service Loan Forgiveness ([PSLF](#)), and onsite physical fitness facility.

### **Information for Applicants:**

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Judiciary employees serve under excepted appointments (not civil service) and are "at-will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate is subject to a seven-year background investigation with periodic updates every five years, and can be appointed provisionally, pending a favorable suitability determination.

### Application Process:

Qualified applicants must submit the following in a **single PDF document**:

- Cover letter that briefly describes the applicant's style of management and reasons for applying;
- Résumé; and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (Completion of Optional Background Information section, #19-21 is required).

Application packets should be submitted via email to [Human\\_Resources@wvsd.uscourts.gov](mailto:Human_Resources@wvsd.uscourts.gov), referencing vacancy **#25-CO-01 Chief Deputy Clerk** in the subject line. To receive first consideration, application materials must be received by **December 5, 2024**, but the position will remain open until filled.

*Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application.* Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

*The United States District Court is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.*