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

EMPLOYMENT OPPORTUNITY

Position:	Case Administrator	**Announcement #:**	26-CO-04
Appointment Type:	Full-time, Regular	**Location:**	Beckley, WV
Starting Salary:	CL 24 – CL 25 ($44,701 – $80,265) *Starting salary depends upon experience, qualifications, and prior Federal experience.*		
Promotion Potential:	Up to CL 26 ($54,372 – $88,366) without further competition.		
Opening Date:	September 8, 2026		
Closing Date:	Open until filled. Applications received by **September 21, 2026,** will receive first consideration.		
Open To:	All qualified applicants		

Job Summary:

The Clerk's Office of the U.S. District Court for the Southern District of West Virginia provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court, as well as to others requiring services of the Court. The case administrator is primarily responsible for maintaining, processing, and managing case information from opening to final disposition, in accordance with approved internal controls, procedures, and rules. A case administrator receives and reviews incoming court documents for conformity with federal and local rules and performs customer service for the purpose of providing procedural information and basic instruction on the court's electronic filing system. Employees also prepare cases for closing by ensuring that all necessary orders are entered, and proceedings are completed accurately. Additionally, the incumbent provides courtroom support as needed for judicial officers in a timely and professional manner. This position will require occasional travel to other points of holding court in Charleston and Bluefield, as needed.

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 40 employees who support five active Article III judges, one senior Article III judge, and three full-time magistrate judges. We are part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies, such as remote work and performance management.

Representative Duties:

- Provides accurate information through excellent customer service when responding to inquiries on case status, required fees, etc.; providing information regarding the Court's electronic filing system; providing basic electronic filing system instruction to outside customers; and disseminating basic Court-related information to the public, bar, and Court.
- Efficiently processes new civil and criminal cases in the Court's electronic filing system (or on paper, as necessary) upon receipt of initiating documents.

- Verifies and issues summonses, warrants, etc.
- Verifies attorneys' authority to practice.
- Processes criminal appearance bonds, appeal bonds, and other related documents.
- Monitors entry of criminal data, including procedural, location, and excludable intervals to ensure compliance with the requirements of the Speedy Trial Act.
- Scans and converts documents as needed into imaged files.
- Interprets a variety of documents to make timely, accurate entries on the docket, ensuring entries are appropriately linked, motions are properly referred and/or terminated, deadlines are scheduled and/or terminated appropriately, and directives are followed as issued in orders.
- Prepares and transmits notices, judgments, orders, etc. to appropriate parties.
- Processes notices of appeal and appeal-related documents and reviews new appeals for jurisdiction and initial docketing issues.
- Works with chambers and supervisors to efficiently process orders; alerts chambers to errors and/or discrepancies in orders transmitted for processing.
- Provides coverage for other team members and departments, including electronic recording and courtroom deputy functions, as required.
- Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments.
- Processes mail and accepts deliveries, as required.

Qualifications:

To qualify for the position, a person must be a high school graduate or equivalent and have a minimum of one year of progressively responsible clerical or administrative experience, commonly encountered in courts, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or HR/payroll operations.

A qualified candidate can enter a high volume of complex data into an automated case management system accurately, having an acute attention to detail, adhere to stringent deadlines, demonstrate strong oral and written communication skills, organization, and analytical skills, and interact effectively with judges, attorneys, litigants, Court personnel, and the public. The ideal candidate must be able to communicate with confidence, clarity, conciseness, and tact and handle multiple tasks simultaneously. Additionally, the candidate will work with minimal supervision and think logically under periodically heavy workloads and time constraints, all while maintaining an acceptable level of productivity.

Court-Preferred Skills and Qualifications:

- Familiarity with electronic case filing, especially CM/ECF
- Experience with court operations
- Experience with Microsoft Office Suite and Adobe Acrobat

Employee Benefits:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 11 paid holidays per year
- Federal Employees Retirement System – Defined Benefit Retirement Program - like a pension
- Thrift Savings Plan - retirement savings and investment plan – like a 401(k), up to 5% matching
- Health, Vision, Dental, and Life Insurance Programs
- Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses)
- Employee Assistance Program (no cost counseling and work/life services)
- Regular salary increases – performance and cost of living
- Learning and Development Tuition Assistance
- Public Service Loan Forgiveness (PSLF)
- Onsite physical fitness facility
- Paid parking

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. The selected candidate is subject to a background check, including an FBI fingerprint check, and can be appointed provisionally, pending a favorable suitability determination.

While this position may allow for minimal episodic telework, it is mostly performed in the office during normal business hours. This position is not eligible for full-time, remote work.

Application Process:

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

- Cover letter;
- Résumé; and
- Completed Form AO-78 Application for Judicial Branch Employment (Completion of Optional Background Information section, #19-21 is not required).

Application packets should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#26-CO-04 Case Administrator** in the subject line. To receive first consideration, application materials must be received by **September 21, 2026**, 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.