



United States District Court Northern District of West Virginia Vacancy Announcement

Position Title:	Budget and Procurement Administrator
Location:	Northern District of West Virginia – Duty Station to be Determined
Open Date:	December 29, 2025
Job Grade/Salary:	CPS CL 29/1 TO CL 29/61 (\$84,284 - \$156,792)
Deadline:	Starting salary commensurate with qualifications, experience, and duty station. Open until filled. Applications received by January 15, 2026, will be given first consideration.
Announcement #	2026-02

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Budget and Procurement Administrator for its Shared Services Department. The Budget and Procurement Administrator performs professional, managerial work related to the supervision and oversight of all aspects of the budget, procurement, and space and facilities functions for the U.S. District Court, Clerk of Court's office and the U.S. Probation office. This position serves as a first line supervisor over staff and coordinates administrative, technical, and professional work related primarily to budgeting, procurement, and space and facilities. The position will be based at one of the four points of holding court in Clarksburg, Elkins, Martinsburg, or Wheeling, and will support staff and require travel to the other points of holding court on a regular basis. This position may require further travel within the United States.

Representative Duties:

- Manage, develop, and mentor staff involved in budget and procurement functions including setting standards, assigning, and reviewing work. Develop and conduct employee performance evaluations. Provide leadership, coordination, training, and guidance to staff. Assure compliance with budget and procurement guidelines, policies, and internal controls.
- Perform the full range of supervision, review, and analysis involved in the formulation, presentation, and execution of the court units' full operating budget and procurement functions. Provide information concerning overall budget and financial objectives to be achieved within the limits of funds allotted by the Administrative Office, as well as data analysis, forecasting, and modeling on different budget scenarios and special projects.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports for budget and procurement. Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary and procurement information. Make recommendations for improvements of the overall effectiveness of budget and procurement management in the court, including the implementation of new improved methods, systems, and procedures.
- Enter allotments or any adjustments to allotments into JIFMS and the court's Status of Funds Report. Enter reprogramming or standard voucher transactions to move funds from one Budget Object Code (BOC) to another within a fund or from one fund to another in both the financial system and the Status of Funds report. Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests. Ensure that open obligations are reviewed frequently to de-obligate funds when possible. Maintain documentation of these reviews to comply with Judiciary requirements.

- Formulate, evaluate, interpret, implement, and enforce budget and procurement policies, procedures, and standards for the court units.
- Research budget, procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the data being developed and analyzed. Respond to requests for information and clarification from department procurement staff regarding procurement rules, regulations, and policies and in accordance with the Guide to Judiciary Policy.
- Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Perform audit reviews to ensure compliance with judiciary policies and procedures, internal controls, and generally accepted accounting principles. Prepare documents identifying findings and develop written recommendations for changes.
- Serve as project manager on space and facilities and special initiatives, such as: organizational structure, budgets, design, court operations, process improvement, procurement, and other related areas, as required. Coordinate routine and cyclical building maintenance, repairs, renovations, and security system installations with the U.S. Marshal's Service, the General Services Administration, or others, as applicable. Oversee maintenance of database of all cyclical maintenance.
- Communicate clearly and effectively, both orally and in writing, to explain complex budgetary and financial concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Discuss complex and sensitive matters with judges, unit executives, managers, and court staff.

Qualifications and Requirements: Interested applicants should have a degree in business, accounting or related field of study. Candidates must possess at least six years of progressively responsible specialized experience that has provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of budget and procurement management such as expense forecasting, data validation, auditing, supplier sourcing, contract management, purchase order management, and vendor relations management. In addition, incumbent must have two years of progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain 1) skill in developing the interpersonal work relationships needed to lead a team of employees; 2) the ability to exercise mature judgement; and 3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to apply the management policies in the court environment.

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.

Preferred Qualifications: Experience in the federal court environment is advantageous, particularly combined with advanced knowledge of budgeting, procurement and space and facilities in the federal system.

Miscellaneous:

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.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan, a savings/investment plan similar to a 401(k) with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter, and a resume with salary history, and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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