United States District Court
Northern District of West Virginia
Vacancy Announcement

Position Title:	Case Administrator/Courtroom Deputy
Location:	Northern District of West Virginia – Martinsburg, West Virginia
Opening Date:	August 6, 2026
Starting Salary:	CL 25/1 – CL 25/61 ($56,478 - $91,839) Starting salary commensurate with qualifications and experience. Promotion potential and career progression to CL 26 without further competition. Open until filled–first deadline to submit applications is September 11, 2026.
Announcement #	WVN 2026-07

Position Description:

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Case Administrator/Courtroom Deputy in its Martinsburg point of holding court. This position serves as a key public-facing representative of the court and helps support efficient court operations. The Case Administrator/Courtroom Deputy manages civil and criminal cases from opening to final disposition, reviews documents for compliance with federal and local rules, ensures cases are ready for closing, attends court proceedings, organizes exhibits and handles other courtroom functions.

Representative Duties include:

- Manage civil and criminal cases from opening to closing. Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures. Ensure that all case files and related information are accessible. Manage cases to ensure timely progression. Process notices of appeal and appeal-related documents. Perform quality control on attorney-docketed entries.
- Prepare and analyze required reports. Check data from reports in order to meet quality assurance standards.
- Check for prior or prohibited filings. Verify attorney's authority to practice. Monitor for release of exhibits and sealed documents. Verify and issue summons.
- Attend and record court proceedings, organize exhibits, including setting up and troubleshooting electronic evidence presentation systems, and assist with the orderly flow of court proceedings, as required.
- Respond to inquiries on case status. Provide information and electronic case filing (ECF) instruction to external customers. Inform customers of required fees. Receive payments and issues receipts. Secure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments.
- Create and process new case files. May assign case numbers to judges and/or magistrate judges. Open cases in case management system. Docket initial opening events. Sort, classify, and file case records. Audit cases for closing and check the docket to ensure that all necessary documents are entered and deadlines are met before generating the closing order.
- Scan and convert documents filed over the counter into image files. Enter documents and proceedings on the case docket. Maintain documents in the appropriate location. Answer phone inquiries regarding case status, archive information, and court procedures. Provide

forms via mail or e-mail as required.

- Assist the public with electronic and paper files. Conduct case research as required. Provide archive information for closed cases. Provide file copies as requested.
- Test new procedures and processes, provide feedback, take initiative to improve service and provide assistance to other team members.
- Promote good stewardship of government time, property, money, and resources.
- Perform other duties as assigned.

Minimum Qualifications:
Interested applicants must have a high school diploma and a minimum of three years of progressively responsible clerical or administrative experience demonstrating the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

The ideal candidate must possess excellent customer service, communication, teamwork and interpersonal skills; attention to detail, organizational and problem-solving skills; possess a positive work attitude; maintain a professional demeanor; and consistently demonstrate sound ethics and judgment.

Preferred Qualifications:
Preferred qualifications but not required are a bachelor's degree from an accredited college or university and/or experience in a federal or state court system or other business or legal field.

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 can also be found on the court's website. Selected candidate is subject to a background check 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 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 professional references. Incomplete applications and packets not in one PDF file will not be accepted. Please send the one PDF file to:

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

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