



United States District Court Northern District of West Virginia Vacancy Announcement

Position Title: Chief Deputy Clerk
Location: Northern District of West Virginia
Opening Date: January 5, 2026
Starting Salary: JSP 14/1 – JSP 16/10 (\$125,776 - \$209,600)
Starting salary commensurate with qualifications, experience, and duty station. Open until filled – first deadline to submit applications is January 30, 2026.

Announcement # WVN 2026-03

Position Description:

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Chief Deputy Clerk. 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 position will be based at one of the four points of holding court in Clarksburg, Elkins, Martinsburg, or Wheeling, and will require periodic travel to the other locations.

Representative Duties include:

This position directly manages and supervises assigned functional areas, including but not limited to operations case management, budget, 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.

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.

Preferred 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.

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

U.S. District Court is an Equal Opportunity Employer