

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title:	Chief Deputy Clerk II
Location:	Northern District of West Virginia
Opening Date:	November 10, 2021
Starting Salary:	\$128,078 - \$183,300 Starting salary commensurate with qualifications, experience, and salary history. Open until filled – first deadline to submit applications is December 3, 2021.
Announcement #	WVN 2022-01

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 (Type II). This is a professional, managerial position responsible for the day-to-day administrative functions of the Clerk of Court's office. The Chief Deputy reports directly to the Clerk of Court and assists the Clerk with supervision, planning, developing and implementing office policies, procedures and programs, and managing the Court's operations. 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. This position may require further travel within the United States.

Representative Duties include: The incumbent performs a full range of high-level functional duties and supervisory duties. Responsibilities of this position include, but are not limited to:

- Assist in providing leadership, management, and supervision for the operations of the Clerk's office. Assist in overseeing the business of the court, including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Assume the duties of the Clerk of Court in her absence.
- Assist with the formulation, implementation, monitoring, and modification of organizational policy and court rules. Participate and collaborate in the establishment and development of court-wide policies. Assist with developing and executing strategic and long-range plans of the Clerk's office and the court. Interpret and apply the appropriate statutes, rules, and operating procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Analyze the overall flow of cases within the court to ensure effective case management. Supervise preparation and submission of statistical reports relating to

all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the court.

- Supervise the management of operations ensuring adequate oversight and ongoing assessment of needs and the necessity for improvements.
- Interact with the Administrative Office, Federal Judicial Center, other federal courts, court units, the bar, government agencies, judges and the public to resolve complex issues of practice and procedure.
- In conjunction with the Clerk and management team, establish and adjust long range goals, schedules, priorities and deadlines for the Clerk's Office.
- Prepare comprehensive memoranda, reports, and correspondence; draft administrative orders, proposed procedures and local rules; complete complex projects and perform other duties as assigned by the Clerk.
- Interact courteously and professionally with judicial officers and high-level Government, legal, law enforcement, and private sector officials.
- Ensure effective communication, coordination, and cooperation, with other district court employees and the Clerk.
- Perform other duties as assigned.

Qualifications:

Applicants for the position must have the following qualifications and requirements:

- Juris Doctor (J.D.) degree from an accredited law school.
- Minimum of six years of progressively responsible administrative, professional, or other responsible work that provided an opportunity to gain: (i) a general knowledge of management practices and administrative processes, (ii) skill in dealing with others in person-to-person work relationships, and (iii) the ability to exercise mature judgment. Additionally, three of the six years must be specialized experience that includes experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.
- Candidate should be a leader, motivator, highly organized, and always maintain a professional demeanor.
- Possess excellent oral and written communication skills, and should have the ability to build collaborative, interdependent, and supportive teams.
- Work history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills.
- Ability to assume and delegate responsibility, manage and work with management staff, other members of the Court family, the bar, and the public.
- Knowledge of principles of administrative analysis and ability to organize, oversee, and complete work projects.

Preferred Qualifications:

- Experience with the federal courts CM/ECF system.
- Experience with required knowledge, interpretation, and application of court rules, procedures and/or statutes.

Miscellaneous:

- U.S. citizenship is required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The successful candidate will be hired provisionally pending the successful completion of a required background investigation that includes FBI fingerprinting and ends with a favorable employment suitability determination. Reinvestigation may be required routinely thereafter.
- Veterans' preference is not a factor used in Judicial Branch appointments.
- A COVID-19 vaccine mandate is in effect for the Northern District of West Virginia.
- Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov.
- Position will require travel.

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