United States District Court
Northern District of West Virginia
Vacancy Announcement

Position Title:	Deputy-in-Charge
Location:	Martinsburg, West Virginia
Opening Date:	March 9, 2021
Starting Salary:	CL 28/25 ($87,198) - CL 29/38 ($114,936) Dependent upon experience and qualifications.
Closing Date:	Open until filled. First cut-off date for review of applications is March 31,2021.
Announcement #	WVN 2021-02

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of a full-time Deputy in Charge in the Clerk's Office at the Martinsburg point of holding court. This position will require occasional travel to other points of holding court in Clarksburg, Elkins, and Wheeling, and may require further travel within the United States. The Deputy in Charge performs supervisory work related to the full range of court operations activities at the Martinsburg clerk's office. This is a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, judicial support, etc.

Duties include, but are not limited to, the following:

- Supervise employees involved in operational activities, including assigning and reviewing work and evaluating performance. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions, staff coverage and attendance. Identify issues and resolve disputes. Train staff on policies, procedures, and internal controls.
- Oversee all functional components of the Martinsburg clerk's office, including intake, docketing, records, appeals, jury, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including

supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for financial records, supervision of the issuance of receipt stock, the review of mail logs, and the submission of juror attendance records.

- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques, including those governing trial schedules. Monitor and oversee records maintenance, storage, and control, release and certification of official records. In conjunction with the jury administrator, coordinate jury and juror processing, procedures, and administration. Monitor compliance with standards and internal control procedures.
- Assist the Clerk and Chief Deputy in defining and creating long-term and short-term goals regarding the efficient functioning of the designated office and implementing and monitoring strategic plans for the accomplishment of goals.
- Implement and monitor CM/ECF procedures, including case assignment, docketing, and calendaring. Coordinate activities with the Chief Deputy Clerk, IT, and data quality analysts to ensure systems training and quality control of all entries.
- Coordinate the work of the Martinsburg's office in conjunction with the Chief Deputy Clerk or Clerk of Court.
- Work closely with other court management in the coordination of courtroom deputies, and case administrators to ensure appropriate coverage.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Perform other duties as assigned.

Qualifications and Requirements: Applicants for the position should have the following qualifications and requirements:

- High school graduate or equivalent.
- Two years of general experience and a minimum of three years of progressively responsible administrative, professional, supervisory, technical or other responsible work experience, which provided an opportunity to gain a general knowledge of management practices and administrative processes and the ability to exercise mature judgment.
- Demonstrate the leadership, analytical, and interpersonal skills necessary to supervise a team of employees.
- Ability to interface with court staff and the public.
- Thorough knowledge of current information technology applications.
- Familiarity with case management, records management, and financial management.
- Ability to take the initiative and work independently or as part of a group.
- Excellent written and oral communication skills.

- Excellent organizational skills with the ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Ability to adjust priorities quickly as circumstances dictate.

Preferred Qualifications:

- College degree/advanced education.
- Previous supervision experience in a court or legal environment.

Miscellaneous:

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a background check that includes an FBI fingerprint check as a condition of employment.
- 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 and portable savings plan 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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