



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

**Position Title:** Clerk of Court  
**Location:** Northern District of West Virginia  
**Open Date:** March 19, 2025  
**Job Grade/Salary:** JSP 17 (\$197,302 - \$247,400) – Salary dependent upon location, experience, and qualifications.  
**Deadline:** First cut-off date for review of applications is April 4, 2025. Position is open until filled.  
**Announcement #** WVN 2025-03

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**Position Description:**

The United States District Court for the Northern District of West Virginia is seeking a dynamic, inspiring, and effective leader for the position of the Clerk of Court. This is an executive-level management position, responsible for operational and administrative management of the Court. The Clerk of Court serves under the direction of the Chief District Judge and is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §751. The Clerk of Court acts as a liaison and works cooperatively with other federal and local government agencies, bar groups, media representatives, and the public. The Clerk of Court provides leadership and direction to approximately 25 staff members of the Clerk's Office and is located in the Northern District of West Virginia. The Clerk of Court position requires travel to all points of holding court in the district, as well as some out of district travel for meetings and conferences.

**Representative duties:**

Responsibilities include overall management of human resources, budget, finance, procurement, space and facilities, case processing, records maintenance, jury operations, statistical analysis and reporting, and information systems. The Clerk also has direct fiduciary responsibilities involving all monies or other collateral received and disbursed by the court. Specific duties include, but are not limited to:

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Overseeing all filings in civil and criminal cases, and promoting and maintaining the integrity of official records in the custody of the court;
- Creating a vision of excellence and promoting a positive work environment through strategic planning and staff development with limited and decreasing resources;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of court official records;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization;
- Directing the court's financial services functions, including the authorization of expenditures and accounting functions and preparing and managing the annual budget;
- Working with the Administrative Office of the U.S. Courts, the Office of Circuit Executives, other court units and unit executives, members of the bar and the public to resolve complex issues of practice and procedure and to improve the delivery of court services;

- Providing the administrative and operational infrastructure necessary to achieve the court's mission including hiring and assigning personnel, as well as overseeing training programs.
- Conducting special studies as directed and preparing statistical and narrative reports;
- Managing staff responsible for automation and information technology services, cybersecurity initiatives, statistical analysis and reporting requirements, inventory control, and human resources management;
- In conjunction with the Chief Probation Officer, managing shares services staff responsible for information technology services, administrative services (budget and procurement), and human resources management; and
- Overseeing the planning and coordination of court ceremonies and educational events, such as investitures, naturalization ceremonies, and other special events hosted by the court.

### **Qualifications and Requirements:**

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

- Juris Doctor (J.D.) degree from an accredited law school.
- Minimum of ten years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least three (3) of the ten (10) years of experience must have been in a position of substantial management responsibility.

Substantial management responsibility is high-level administrative experience that provides a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning.

- 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.

### **Miscellaneous:**

- U.S. citizenship required or lawful permanent residents seeking U.S. citizenship.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determinations, and every five years thereafter will be subject to a re-investigation
- 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/](http://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](http://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. 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](mailto:kelly_fry@wvnd.uscourts.gov)

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