



VACANCY ANNOUNCEMENT

United States Bankruptcy Court for the Western District of Virginia

VACANCY # 2026-03

POSITION: Chief Deputy Clerk (Type II)

POSTING DATE: June 9, 2026

TYPE: Full-Time

DUTY STATION: Roanoke, VA

SALARY RANGE: JSP 14–16 (\$125,776 - \$209,600)*

*Starting salary based upon qualifications and experience.

CLOSING DATE: Position will remain open until filled, with priority given to applications received by July 6, 2026.

Check the status of this position at

www.vawb.uscourts.gov/employment-opportunities

POSITION OVERVIEW

The United States Bankruptcy Court for the Western District of Virginia is accepting applications from qualified candidates for the position of Chief Deputy Clerk (Type II). This is a senior-level management position reporting directly to the Clerk of Court and requires regular interaction with federal judges, court staff, trustees, members of the bar, other court units, and the public. The court has a headquarters office in Roanoke, one divisional office in Harrisonburg, and supports two bankruptcy judges and a clerk's office staff of 18 employees.

The Chief Deputy Clerk assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office and assists in the management of the daily functions of the office, including case management, courtroom services, statistical analysis and reporting, information technology, financial management, budget, space and facilities, procurement, human resources, training, and strategic planning. We are looking for a team player with excellent communication and interpersonal skills, strong analytical and problem-solving skills, an exceptional work ethic, and a proven record of leadership and accomplishment, preferably in a court environment. This position operates with a high degree of autonomy and is critical to overall management, planning, and decision-making within the Clerk's Office. In the absence of the Clerk of Court, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk of Court.

REPRESENTATIVE DUTIES

- Assists the Clerk of Court in providing leadership, management, and supervision of the Clerk's Office, including the leadership team.
- Assists with preparation, development, and monitoring of the court's annual spending plan, budget allocations, and status of funds.
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the court and ensures plans comply with applicable statutes, rules, guidelines, local policies, internal controls, and the Guide to Judiciary Policy.
- Promotes and maintains the integrity of official records in the custody of the court.

- Analyzes and makes recommendations on policies, procedures, and other matters affecting the operations of the court. Advises the Clerk of Court on matters affecting the functioning of the entire Clerk's Office.
- Reviews and analyzes organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.
- Provides methods and systems for maintaining time and attendance records, travel reimbursements, and other matters affecting the compensation of court staff.
- Directs, trains, mentors, and evaluates supervisory and professional staff, including establishing performance standards, communicating with and advising managers and the Clerk on applicable administrative matters, procedures, and practices.
- Participates in the recruitment, selection, training, promotion, discipline, and evaluation of staff members.
- Works closely with financial staff in directing the court's financial services functions in accordance with statutory requirements.
- Oversees internal controls and separation of duties, including determining and remedying any violations.
- Conducts special studies and coordinates and implements special projects related to court administration, operations, and other areas as may be requested by the judges and/or Clerk of Court.
- Oversees and manages all court self-assessment and external audits.
- Performs other duties, special projects, and assignments that the court may require.

MINIMUM QUALIFICATIONS

This position requires a bachelor's degree from an accredited college or university. A qualified applicant must possess a minimum of six (6) years of progressively responsible administrative experience in public service or business that provided an opportunity to gain a thorough understanding of the organizational, operational, procedural, administrative, and human aspects of management. At least three (3) of the six years (specialized experience) must have been in a position with substantial management responsibility.

The successful candidate must possess excellent analytical skills, sound ethics and judgment, solid problem-solving skills, and excellent communication and interpersonal skills. The Chief Deputy Clerk must demonstrate effective leadership, have the ability to foster strong and effective working relationships, and must maintain a professional demeanor.

PREFERRED QUALIFICATIONS

Working knowledge of the bankruptcy court system, the Bankruptcy Code, and the Federal Rules of Bankruptcy Procedure is highly desired. Preference will be given to candidates with experience working in court administration and operations within the Federal Judiciary, and knowledge of office automation, including automated case management systems. The successful applicant should have the ability to effectively and collaboratively interface and work with judicial officers and other stakeholders, and have experience in promoting a culture of high performance and continuous improvement.

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or eligible to work in the United States.
- This is a high-sensitive level position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigations will be required every five years thereafter.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Judiciary employees are considered "at will" employees and can be terminated with or without cause.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- Occasional travel both within the district and outside the district will be required.
- While the court currently has a telework program for all Clerk's Office staff, the Clerk and Chief Deputy Clerk primarily work in-person.

BENEFITS

The Federal Judiciary offers a number of exceptional benefits including paid annual and sick leave, 11 paid holidays per year, health and life insurance, vision and dental insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching), long-term care insurance, and participation in the Federal Employees Retirement System. Additional information on benefit programs can be found at

www.uscourts.gov/careers/benefits

APPLICATION PROCEDURES

Email the following list of required application documents in PDF and/or Word format, preferably as one attachment, to vawb_careers@vawb.uscourts.gov and reference Vacancy # 2026-03 in the subject line.

1. Cover letter:

- Briefly describing applicant's qualifications, leadership style or philosophy, and how your skills, education, and experience relate to the job duties.
- Reference job vacancy number # **2026-03** and include an email address in your contact information.

2. Chronological resume which includes:

- Education, work history, names and addresses of current and prior employers, dates of employment, work performed, significant accomplishments, three references.

3. Application for Judicial Branch Federal Employment (Form AO 78, version 5/24) available at:

<https://www.uscourts.gov/forms/AO078.pdf>

- All sections of the application must be completed, including the Optional Background Information (questions 19-21). Description of Work sections must list pertinent information. Do not type "see resume".
- After completing the form, please ensure the content you provided is saved properly and the form is not blank when you submit with your application documents.

Only those candidates selected to be interviewed will be contacted. Travel reimbursement in connection with the selection process and relocation expense reimbursement are not authorized. The court reserves the right to modify the conditions of the job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. If the applicant is hired at JSP 14 or 15, a promotion to the next higher JSP grade will not require further competition.

The United States Bankruptcy Court for the Western District of Virginia is an Equal Opportunity Employer