

**U.S. DISTRICT COURT-
EASTERN DISTRICT OF VIRGINIA**

WEBSITE :

www.vaed.uscourts.gov

PHONE:

703-299-2156

Announcement #:

FY 26-08

Location:

Norfolk, Richmond or
Alexandria, VA, with
required District travel

Appointment:

Full-time/ Permanent

Opens: 12/12/2025

Closes: 1/2/2026

SALARY RANGES*

- Alexandria – JSP-15
\$167,603 - \$195,200
- Norfolk – JSP-15
\$148,658 - \$193,254
- Richmond – JSP-15
\$153,013 - \$195,200

*The salary range for the position is commensurate with qualifications, specialized experience, budgetary considerations, prior classification under the Judiciary Salary Plan and/or the Court Personnel System, and the duty station. The position has promotion potential to JSP 16 without further competition, at the discretion of the Clerk of Court, based on performance and subject to budgetary considerations.

**CHIEF DEPUTY CLERK -
ADMINISTRATION
CAREER OPPORTUNITY**



POSITION OVERVIEW

The Chief Deputy Clerk of Administration (Chief Deputy) is a senior-level, professional, managerial position responsible for the day-to-day administration, supervision, and overall management of the administrative departments of the Clerk's Office. Direct reports include, but are not limited to, the Finance and Budget Administrator, the Space and Resources Manager, and the Director of Human Resources. The Chief Deputy reports directly to the Clerk of Court, and in the absence of the Clerk, assumes the duties and responsibilities of the Clerk. The Chief Deputy serves as a member of the Clerk's Office Senior Management Team, which includes the Chief Deputy of Operations, the Director of IT, and the Clerk of Court. He or she operates with a high degree of independence, within the policy directives of the Court and Clerk.

The United States District Court for the Eastern District of Virginia has staffed offices in Alexandria, Newport News, Norfolk, and Richmond. The Clerk's Office is comprised of 95 employees who support eleven district judgeships, six senior judges, nine full-time magistrate judges, and one recalled magistrate judge. Travel to the divisional offices is required.

REPRESENTATIVE DUTIES

- Directly manages and supervises assigned functional areas, including but not limited to space and facilities, finance, budget, procurement, human resources, and other departments to be determined by the Clerk of Court.
- Provides leadership to supervisors of assigned responsibilities and the operations staff district wide through coaching, mentoring, feedback, providing resources, facilitating communication, and fostering teamwork.
- Establishes standards, prepares performance evaluations for direct reports, coordinates staff efforts, and monitors and ensures timely compliance with deadlines.
- Advises the Clerk on matters affecting the reporting units as well as the operational functions of the Court, including guidance on judiciary policy, explanations of processes, and potential consequences.

- Proposes, develops, communicates, and evaluates administrative policies and procedures to enhance the productivity and effectiveness of the Clerk's Office, including but not limited to performance management, strategic planning, training and development of all staff, space and facility needs, long-range space planning, internal controls, and emergency preparedness.
- Develops organizational goals and objectives, priorities, and deadlines, and identifies needed areas of change.
- Supervises the reporting and accounting of all money received in and processed through the district including filing fees, fines and restitution payments, registry deposits, cash bonds, appropriated funds, and non-appropriated funds.
- Supervises preparation and submission of financial and budget reports and plans relating to all aspects of the Court's fiscal operations.
- Acts as certifying officer for dispersal of funds including payments of appropriated funds, under the direction of the Clerk.
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy*, and local internal policies and controls.
- Acts as a liaison and interacts with the Administrative Office, Federal Judicial Center, other courts, court units, the bar, government agencies, judges, and the public to resolve complex issues.
- Performs other duties, special projects and assignments as needed for the Clerk.

MINIMUM QUALIFICATIONS

- The successful candidate will be an ethical leader and motivator who possesses excellent judgment, integrity, and tact.
- He or she will be highly motivated, articulate, organized, and be able to clearly describe their leadership style, vision, and values.
- The successful candidate will show initiative, have proven experience in promoting and inspiring a culture of high performance and continuous improvement, and always maintain a professional appearance and demeanor.

**The United States District Court is an
Equal Opportunity Employer**

BENEFITS

A generous benefits package is available and includes:

- **A minimum of 11 paid holidays per year**
- **Paid annual leave**
- **Paid sick leave**
- **Retirement benefits**
- **Optional participation in the Thrift Savings Plan**
- **Optional participation in choice of Federal Employees' Health Benefits**
- **Optional participation in the choice of Supplemental Dental and Vision Insurance**
- **Optional participation in choice of Federal Employees' Group Life Insurance**
- **Optional participation in the Flexible Benefits Program**
- **Optional participation in Long-Term Care Insurance**
- **Optional participation in private long-term disability plan**
- **Situational telework authorized**
- **Credit for prior government service**

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which should be reviewed by all applicants before applying.

Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

REQUIRED QUALIFICATIONS

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment that provided an opportunity to gain strong human relations skills, the ability to exercise sound judgment, and a thorough knowledge of the basic concepts, principles, and theories of human resource and organizational management;
- Proven experience managing budget, finance, procurement, space and facilities, human resources, strategic planning, and project management functions in a medium-to-large organization;
- A thorough understanding of using and implementing automated financial, procurement, and human resources management systems;
- A performance history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills;
- Excellent oral and written communication skills;
- Experience in proposing and implementing innovative solutions to workplace challenges to facilitate organizational change and a harmonious, supportive team environment;
- Strong analytical and project management abilities;
- Ability to balance the demands of varying workload responsibilities and deadlines; and,
- Proficiency in key business software applications such as Word, Excel, and PowerPoint.

PREFERRED QUALIFICATIONS

- Federal or state court administration experience;
- Experience with federal court automated financial and administrative management systems; and
- Experience managing multiple offices in different geographic locations.

EDUCATION

A minimum of a bachelor's degree in business, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required. Completion of a postgraduate degree in public, business, or court administration is preferred and may be substituted for one year of the required experience. Specialized court administration credentials, such as "Certified Court Manager," "Certified Court Executive," or "ICM Fellow," are also preferred.

APPLICATION INSTRUCTIONS

Interested applicants must submit a cover letter, a detailed résumé, an [Application for Federal Judicial Branch Employment](#), and a list of professional references. Additionally, a written response to the following questions, not to exceed two pages per question:

- 1) Why are you applying for this position?
- 2) Describe how your experience and abilities in the areas of space and facilities, finance, budget, procurement, and human resources qualify you for this position.
- 3) What is your own personal definition of “leadership” and how has it evolved over your career?
- 4) Describe your vision for the role of Chief Deputy Clerk of Administration and how you will manage your staff and integrate as team *leader* as well as *teammate* to the senior management team.

The application package must be submitted as one single PDF document to Michelle Walker@vaed.uscourts.gov by close of business January 2, 2026.