

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

**WEBSITE :**

[www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)

**PHONE:**

757-222-7303

**Announcement #:**

FY 26-32A

**Location:**

Alexandria

**Appointment:**

Full-time/ Permanent

**Open:** 09.29.2026

**Closes:** Open Until Filled

**Priority:** 10.20.2026

**Salary Information**

Actual starting salary dependent upon qualifications.

- CL 29 Step 1 (\$97,419) – Step 61 (\$158,334)

(May be eligible for promotion to CL 30 without further competition.)

**Job Announcement  
Operations Manager  
FY26-32A**



The United States District Court for the Eastern District of Virginia is a large trial court within the federal judiciary. There are 94 U.S. District courts in the country with at least one in every state and in all U.S. territories. Virginia is bifurcated geographically and consists of two districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

**POSITION OVERVIEW**

This position is located in the United States District Court for the Eastern District of Virginia, Alexandria, VA. The Operations Manager is a member of the districtwide management team of the Clerk's Office and reports to the Chief Deputy Clerk of Court. The incumbent is responsible for the operations work performed in the Alexandria Division, and ensuring the work complies with federal and local rules, Administrative Office policies and procedures, and directives of the judges. The Operations Manager directly supervises an operations supervisor and all courtroom deputy staff. **Some travel within the district is required.**

**QUALIFICATIONS**

Qualified candidates must have a minimum of six years of employment experience and at least three years of progressively responsible experience that should include work assignments in an administrative, technical, professional, supervisory, and managerial capacity that provided an opportunity to gain:

- (1) skill in developing the interpersonal work relationships needed to lead a team of employees,
- (2) the ability to exercise mature judgment, and

(3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the office.

### **PREFERRED QUALIFICATIONS**

Experience in a court environment is preferred.

A college degree is also preferred.

### **DUTIES AND RESPONSIBILITIES**

Assign, direct, and review all operations in the Alexandria Division. Responsible for the quality and quantity of work performed by the operations employees of the divisional office.

Direct operations supervisor and courtroom deputy staff, which includes but is not limited to providing leadership, assistance, guidance, and serving as back up to direct reports, including the management of their staff, as necessary.

Develop and assure implementation of operational policies and procedures, including the use of change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Develop short-term and long-range workforce plans.

Establish and coordinate work schedules and make reassignments and adjustments as necessary. Manage the hiring of staff and recommendations made on personnel actions. Conduct performance evaluations. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training.

Work collaboratively with clerk's office management team regarding operations district-wide. Provide advice on complex matters to staff, supervisors, management, and judges. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds.

Coordinate coverage by official and contract court reporters, process and maintain leave records for official court reporters, and review and certify reports for official court reporters. Process and maintain leave records for staff attorneys.

Prepare or coordinate preparation of monthly statistical reports on the activities of the division and special reports as required by the Court and/or Administrative Office.

Maintain contact with the bar on court procedures and practices. Work with judges, magistrate judges, and chambers staff, and other units such as the Probation Office, the Bankruptcy Court, the U.S. Attorney's Office, and the U.S. Marshal Service. Arrange and conduct courthouse tours as needed.

Performs other related duties as assigned.

## ADDITIONAL REQUIREMENTS

The successful candidate will be a people- oriented professional who is responsible, friendly, organized and has the following:

- The ability to communicate effectively (orally and in writing), exercising good judgment and tact;
- The ability and sincere desire to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and handle confidential matters professionally;
- The ability to multitask, meet stringent deadlines, and be detail-oriented; and,
- The ability to think critically and apply emotional intelligence in all situations.

**Applicants with a sincere desire to serve the public are encouraged to apply.**

## BENEFITS

- 11 paid holidays
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Thrift Savings Plan
- Federal Employees' Health Benefits
- Supplemental Dental and Vision Insurance
- Federal Employees' Group Life Insurance
- Long Term Care Insurance
- Private Long-Term Disability Plan
- Situational Telework

## 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 is available to applicants to review upon request.
- 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 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 to 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.

## APPLICATION INFORMATION

Interested applicants must submit four (4) items **combined into a single PDF**:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references; and
- 4) a completed [Application for Judicial Branch Federal Employment](#) (AO78).

Priority review for applications received **by October 20, 2026**. Submit materials electronically to [Jobbox1@vaed.uscourts.gov](mailto:Jobbox1@vaed.uscourts.gov). Hard and faxed copies of applications will not be accepted. Incomplete applications will not be considered. Only applicants who are selected for an interview will be contacted.

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