



Clerk of Court Vacancy Announcement

U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA

WEBSITE:

www.vaed.uscourts.gov

PHONE:

703-299-3324

Announcement #:

FY 25-024

Location:

Richmond, VA

Appointment:

Full-time/ Permanent

Open: 9-16-2025

Closes: 10-07-2025

Salary for JSP18

- Richmond- \$238,697

ABOUT THE COURT

The United States District Court for the Eastern District of Virginia, which serves a population of just over 6 million across several jurisdictions, is seeking a dedicated and experienced administrator to serve as Clerk of Court. The Eastern District of Virginia is one of two federal districts in the Commonwealth of Virginia and includes four divisions based in Richmond, Alexandria, Newport News, and Norfolk. The district currently has 11 active district judges, 7 senior district judges, 9 magistrate judges and 1 magistrate judge serving in recall status.

POSITION OVERVIEW

The Clerk of Court supports the judges by overseeing and leading the court's extensive administrative and operational functions. This role plays a critical part in resolving complex and sensitive issues that significantly impact the day-to-day functioning of the court. The Clerk is responsible for performing the statutory duties of the Office of the Clerk pursuant to 28 U.S.C. § 751.

The Clerk reports directly to the Chief United States District Judge and communicates regularly with the district and magistrate judges, clerk's office staff, other court executive units, federal, state, and local law enforcement agencies, the district's United States Attorney and Federal Public Defender, the General Services Administration, the Administrative Office of the U.S. Courts, the Office of the Circuit Executive for the Fourth Circuit, the Federal Judicial Center, bar associations, and members of the media. Frequent travel within the district, as well as occasional travel outside of it, is required.

The Clerk of Court maintains a presence across all divisional courthouses and oversees a talented and committed team of clerk's office professionals who support the court's mission to administer justice efficiently and fairly. **The position will be available on June 1, 2026.**

PRINCIPAL DUTIES

Responsibilities include but are not limited to:

- Overseeing all filings in civil and criminal cases, and promoting and maintaining the integrity of official records in the custody of the Court;
- Working with the Court, members of the Bar, and the public to improve the delivery of Court services;
- Making recommendations to the Court on matters affecting the orderly and expeditious directing of the Court's business, and with respect to local rules and Court policies and procedures affecting the operations of the Court;
- Working with governmental agencies on matters necessary to conduct Court business;
- Creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;
- Creating, maintaining, and promoting a diverse and inclusive workplace that values each member of the Court community and is attuned to the needs of the Court, its judges, attorneys, and litigants;
- Providing the administrative and operational infrastructure necessary to achieve the Court's mission including hiring and assigning personnel, as well as designing and managing training programs;
- Preparing and managing the annual Clerk's Office budget, which includes budgetary and staffing projections;
- Serving as the financial officer of the Court and the custodian of all funds, with responsibility for the highest level of care and the proper collection, maintenance, accounting, and disbursement of funds and collateral;
- Coordinating and preparing statistical studies and reports as required by the Court, the Fourth Circuit, the Administrative Office of the U.S. Courts, and the Judicial Conference of the United States;
- Managing staff responsible for automation and information technology, space and facilities, budget/finance services, and the Chief Deputy Clerk; and,
- Managing the Court's selection and use of juries and making recommendations as required to improve juror utilization.

EDUCATION Substitution

a) Undergraduate: A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably, such degree should have included courses in law, government, public, business or judicial administration, or related fields.

b) Postgraduate: A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

(c) Legal: A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

REQUIRED QUALIFICATIONS

- A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization.
- At least three of the 10 years of experience must have been in a position of substantial management responsibility at an executive level. An attorney who is active in practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirement.
- A bachelor's degree with an emphasis in government, judicial, public, or business administration or a related field.
- Knowledge of federal court operations, policies, and procedures.

PREFERRED QUALIFICATIONS

- Extensive managerial experience within a federal district or bankruptcy court, or a state judicial system, with demonstrated expertise in federal court procedures, operational protocols, and office automation systems, including CM/ECF. Familiarity with the federal court budget process is strongly preferred.
- Prior federal court administration experience at the Chief Deputy or other manager level is preferred.
- Proven track record of performance in managing limited resources across competing priorities, showcasing advanced skills in organizational planning, task prioritization, problem-solving, and conflict resolution.
- Exceptional communication abilities, both written and verbal, with a demonstrated capacity to engage in active listening and foster collaborative, forward-thinking dialogue. Strong presentation skills and the ability to interact effectively with judicial officers are essential. Experience in resolving conflicts through investigative techniques and mediation is highly valued.

REQUIRED COMPETENCIES

- Candidates must have leadership and interpersonal skills necessary to manage and motivate a diverse and complex organization; a performance history that demonstrates the ability to lead with vision, articulate priorities, and develop staff; skill in anticipating and overcoming operational and personnel conflicts to sustain a high level of organizational excellence; skill in process management and improvement; strong understanding and use of technology; the ability to understand technology changes and integrate those changes into existing systems or practices; the demonstrated ability to foster strong and effective interorganizational relationships; skill in managing a budget; and a proven history of mentoring teams to meet and exceed professional goals.

BENEFITS

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| ● Paid Annual & Sick Leave | ● 11 Paid Holidays | ● Group Life Insurance |
| ● Thrift Savings Plan (TSP) | ● Flexible Spending Accounts | ● Retirement Benefits Plan (FERS) |
| ● Transit Subsidy Program | ● Pre-tax Benefit Programs | ● Employee Assistance Program |
| ● Employer-subsidized Health Insurance | ● Supplemental Vision/Dental Insurance | |

APPLICATION PROCEDURES

Applicants must submit a letter of interest to: Danae_HolmesRodriguez@vaed.uscourts.gov by October 7, 2025, addressing their qualifications for this position. Candidates who do not meet the stated qualifications will not be considered.

Applications must include:

1. Cover letter of no more than three pages, describing: (a) management philosophy and approach, (b) relevant knowledge, skills, and abilities, (c) experience in executive leadership and management, planning and development, internal controls, risk management and continuity of operations management, and (d) the position for which the application is submitted, including the vacancy number.
2. Résumé outlining educational background and employment history, including any specialized experience, management experience, functions managed, and the number and composition of personnel supervised.
3. List of at least three professional references with contact information. The references will be contacted only after notifying the applicant and during the later stages of the recruitment process.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment, which can be downloaded at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

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.

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.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, will be subject to subsequent re-investigations every five years as well as regular performance assessments, and will be required to file an annual financial disclosure report.

Additional Information

Only applicants selected for an interview will be contacted. Reimbursement for relocation is not available.

The United States District Court
is an Equal Opportunity
Employer