



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court for the Western District of Virginia

**VACANCY # 2025-01**

**POSITION:** Courtroom Deputy

**POSTING DATE:** May 23, 2025

**TYPE:** Full-Time

**Duty Station:** Roanoke or Harrisonburg, VA

**SALARY RANGE:** \$53,839 - \$87,482 (CL 26)\*

\*Starting salary dependent upon qualifications and experience. Promotion potential to CL 27 without further competition.

**CLOSING DATE:** Position will remain open until filled, with priority given to applications received by June 6, 2025.

***Check the status of this position at  
[www.vawb.uscourts.gov/employment-opportunities](http://www.vawb.uscourts.gov/employment-opportunities)***

### **POSITION OVERVIEW**

The United States Bankruptcy Court for the Western District of Virginia is accepting applications for a full-time, permanent Courtroom Deputy. The Courtroom Deputy is responsible for coordinating the bankruptcy judge's appearance calendar and caseload; attending, logging, and recording court proceedings; and making entries into the case record in accordance with approved local court procedures and rules. The Courtroom Deputy also provides assistance to chambers staff and Clerk's Office staff with daily functions, as needed. We are looking for a team player with a professional attitude who is self-motivated, detail-oriented, and demonstrates excellent interpersonal communications skills, computer proficiency, and an exceptional work ethic. This position offers challenging and rewarding work, training opportunities, and the potential for advancement for motivated and competent team members. The incumbent will be eligible to participate in the court's telework program, which for this position currently authorizes up to 3 telework days per week (dependent upon court schedule).

### **REPRESENTATIVE DUTIES**

- Coordinate hearings. Attend court sessions and conferences. Call calendar, note appearances, and assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, and notices and prepare and file minutes. Swear in witnesses and interpreters, as well as other parties appearing before the court. Record court proceedings using digital audio equipment.
- Manage cases by scheduling conferences, hearings, trials and distributing and monitoring deadlines; monitor the filing of pertinent documents and timely responses to judicial orders; act as liaison between the clerk's office, bar, public and chambers to ensure cases proceed smoothly and efficiently; review cases and reports for necessary actions; and keep the judge and court staff informed of case progress or proceedings.

- Review cases and reports for necessary actions. Process transcript requests and answer questions from parties and the public regarding obtaining transcripts. Answer inquiries on case status, ensuring confidentiality of sensitive information.
- Act as liaison between the clerk's office, the bar, the public, and chambers to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Ensure accurate statistical reporting pursuant to the statistical guidelines of the Administrative Office. Prepare correspondence and reports and distribute documents, notices, judgments, and orders. Provide basic information to the public, bar, and the court.
- May perform case administration duties, provide training or assistance to employees performing case administration duties, work on special projects, and perform administrative tasks such as financial transactions.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent with a minimum of one year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation.
- Ability to maintain confidentiality, handle sensitive information, and to exercise discretion at all times.
- Ability to consistently demonstrate sound ethics and judgment and to work well with others.
- Excellent interpersonal skills and communication skills (written and verbal).
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to multitask with accuracy under strict deadlines.
- Ability to understand and follow instructions and pay close attention to detail.
- Knowledge of implications of judge's orders and decisions and ability to review filed documents to determine whether procedural requirements have been met.

### **PREFERRED QUALIFICATIONS**

- Legal and/or court experience is highly preferred.
- Proficiency with Microsoft Word, Adobe Acrobat, CM/ECF, CHAP, and other applications.

### **CONDITIONS OF EMPLOYMENT**

- Applicants must be United States citizens or eligible to work in the United States.
- This is a sensitive level position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct for 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 to Harrisonburg, Lynchburg, and Charlottesville for in-person court hearings will be required; however, the majority of court hearings and conferences are currently being held remotely.
- Work is performed in an office setting. Some lifting may be required to handle and set up equipment in the courtroom.

### **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](http://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](mailto:vawb_careers@vawb.uscourts.gov)** and reference **Vacancy # 2025-01** in the subject line.

**1. Cover letter:**

- Reference job vacancy number **# 2025-01** 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 to five 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, except for the Optional Background Information section. 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.

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