



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF WEST VIRGINIA

VACANCY ANNOUNCEMENT 25-1 CHIEF DEPUTY CLERK

Position:	Chief Deputy Clerk (Type II)
Location:	Wheeling, West Virginia
Position Type:	Full-Time, Permanent
Starting Salary Range:	JSP 15-1 to 15-10 (\$151,448 - \$195,200) Starting salary commensurate with applicant's qualifications and experience and the guidelines set forth by the Administrative Office of the U.S. Courts.
Application Dates:	Applications will be accepted beginning December 1, 2025, through January 16, 2026.
Start Date:	Anticipated Start Date of March – May 2026

POSITION OVERVIEW

The United States Bankruptcy Court for the Northern District of West Virginia is seeking qualified applicants for the position of Chief Deputy Clerk. This is a senior level executive position that serves as second-in-command to the Clerk of Court regarding the supervision, management, and administration of the Clerk's Office. Under the direction of the Clerk, the Chief Deputy oversees the management and leadership of all non-judicial functions and activities of the Court, including but not limited to, case administration, courtroom services, statistical analysis and reporting, financial management, information technology, human resources, space and facilities, training and development, internal controls, and strategic planning. In the absence of the Clerk of Court, the Chief Deputy assumes the duties and responsibilities of the Clerk.

The position is in Wheeling, West Virginia. Periodic travel is expected to divisional offices and other locations for meetings and training.

REPRESENTATIVE DUTIES

Duties include, but are not limited to, the following:

- Managing the day-to-day operations of the Clerk's Office.
- Leading the Clerk's Office staff through coaching, mentoring, feedback, resource provision, communication facilitation, and teamwork.
- Analyzing and making recommendations on statutes, local rules, judiciary policy, and procedures affecting the operation of the Court.

- Proposing, developing, communicating, and evaluating operational policies, procedures, and applicable Court plans to enhance the productivity and effectiveness of the Clerk's Office.
- Overseeing the receipt, handling, preparation, maintenance, storage, and control of all records and materials received in, created by, or processed through the Clerk's Office.
- Consulting with judges, staff, and the Clerk to identify and analyze issues and makes recommendations on operational and management matters.
- Overseeing the financial functions of the Court that are processed through the Clerk's Office, including assisting in development and management of spending and budget plans, approving purchase requests, reconciling financial reports, accounting for fees, and serving as the alternate Certifying Officer.
- Overseeing internal controls and separation of duties including determining and remedying any violations.
- Assisting with and supervising the preparation and submission of statistical reports and audits.
- Interpreting and applying the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls.
- Reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future organizational needs.
- Participating in the recruitment, selection, training, promotion, discipline, and evaluation of staff.
- Performing other duties and special projects as assigned.

QUALIFICATION REQUIREMENTS

Minimum Qualifications: To qualify for the position, applicants must be a high school graduate or equivalent and possess a minimum of six 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 of the six years of experience must have been in a position with substantial management responsibility. Education above the high school level may be substituted for the required experience.

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 must demonstrate effective leadership, have the ability to foster strong and effective working relationships, and must maintain a professional demeanor.

Additional Qualifications: Preferred applicants will possess prior experience in federal court, particularly a bankruptcy court. Additionally, due regard will be given to applicants processing a JD or similar professional degree.

BENEFITS

The Bankruptcy Court is part of the Judicial Branch of the United States Government and are considered "at-will" employees. Electronic Fund Transfer for payroll deposit is required. As part of the total compensation package, employees are offered the following benefits:

- Participation in the Federal Employees Retirement System;
- Matching contributions up to 5% in the Thrift Saving Plan, a savings and investment program similar to a 401(k) plan;
- Optional enrollment in Federal Employees Health Benefits Program;

- Optional enrollment in group Federal Dental and Vision Insurance Program, Federal Employees Life Insurance, and Long-Term Care Insurance;
- Optional participation in Flexible Spending Plan;
- Accrual of paid vacation and sick leave; and
- 11 paid holidays per year.

Please visit <https://www.uscourts.gov/careers/benefits> to learn more.

APPLICATION PROCESS

To apply, please submit (1) a cover letter, (2) a resume that includes the name, title, and contact information of two references, and (3) an Application for Judicial Branch Federal Employment (Form AO 78) available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Please be advised that candidates are required to complete questions 18-20 of the AO 78 regarding criminal history.

Completed applications may be submitted electronically via email to wvnb_hr@wvnb.uscourts.gov. Please reference position Announcement 25-1 in the subject line of the email and submit attachments as a **single PDF document**.

All applications will be considered as they are received. Selected interviews will be scheduled until the position is filled. Only those candidates selected to be interviewed will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or be eligible to work in the United States. The Chief Deputy Clerk is a high-sensitive executive position within the federal judiciary. Therefore, the final candidate will be subject to a background investigation, and subsequent favorable suitability determination with periodic reinvestigations. Employment is considered provisional and contingent until the successful completion of the background investigation.

All Court employees are required to adhere to the [Code of Conduct for Judiciary Employees](#).

The Court reserves the right to modify the conditions of this job announcement, or to withdrawal the job announcement without notice.

**The U.S. Bankruptcy Court for the Northern District of West Virginia
is an Equal Opportunity Employer.**