



U.S. Court of Appeals for the Fourth Circuit Clerk of Court Vacancy Position Announcement # Clk-23-01

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| POSITION: | Clerk of Court |
| LOCATION: | Richmond, Virginia |
| SALARY/GRADE: | \$167,294 - \$222,732 (JSP 16 - JSP 18) |
| OPEN UNTIL FILLED: | Preference given to applications received by February 3, 2023 |

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The Court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The Court is authorized to have 15 active judges; 4 senior judges currently participate in the work of the Court. The Court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Clerk of Court is an executive-level, statutory position, with appointment to the position made by the Court of Appeals. The Clerk serves as the senior operations officer for the Court of Appeals and reports to the Chief Judge. Responsibilities of the position include, but are not limited to:

- Leadership of a 40-person Clerk's Office staff dedicated to conducting the business of the Court and serving the public with efficiency and excellence and to promoting a culture of collegiality and collaboration.
- Conduct of case operations, including case management; fee collections; entry of notices, orders, and judgments; oral argument; opinion publication and circulation; records maintenance; and statistical reporting.
- Management and direction of Clerk's Office human resource, budget, finance, internal controls, property, procurement, technology, and emergency preparedness functions.
- Consultation with and recommendation to the Court on matters affecting the orderly and expeditious management of the Court's business.
- Implementation of the Federal and Local Rules of Appellate Procedure, including interpretation, explanation, and application of the rules; development of proposed amendments; and coordination with the Court's Advisory Committee on Rules and Procedures.
- Oversight of attorney admission and discipline, including coordination with the Standing Panel on Attorney Discipline.
- Management of the Criminal Justice Act Panel, including membership on the Panel, appointment of counsel, and payment of attorneys and experts.
- Public information officer and point of contact for the media, public, bar, and litigants.
- Coordination of continuing legal education, educational outreach, and other training programs.

- Development and maintenance of relationships with the district courts of the Circuit, the practicing bar, governmental agencies having business before the Court, the Administrative Office of U.S. Courts, and the Federal Judicial Center.

QUALIFICATION REQUIREMENTS

- **Experience:** 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 3 of the 10 years of experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.
- **Educational Equivalents:** A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. 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. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.
- **Preferred Qualifications:** Juris Doctor degree from an accredited law school. Experience in court management and federal appellate practice.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Eleven paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan. The Court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements for compensation under current law. Federal judiciary employees serve under "Excepted Appointments," and are thus "at-will," and as such can be terminated with or without cause. Employees are subject to the [Code of Conduct for Judicial Employees](#). As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and obtain a favorable suitability determination. A background reinvestigation is required every five years. Employees must use Electronic Funds Transfer (EFT) for payroll deposits. The Court reserves the right to modify the conditions of this announcement.

APPLICATION PROCEDURE

To apply, please submit a **single PDF document** to 4cca-vacancy@ca4.uscourts.gov containing (1) a cover letter detailing your qualifications and experience as they relate to the requirements of the position, (2) a resume that includes the name, title, and contact information of three professional references, and (3) an [AO78–Application for Employment](#). Please reference "Position Announcement # Clk-23-01" in the email subject line. Applications should be received by **February 3, 2023**, to receive full consideration. Receipt of applications will be acknowledged, after which candidates to be interviewed will be contacted.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.