

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK**

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**POSITION ANNOUNCEMENT
INTAKE DEPUTY CLERK**

ANNOUNCEMENT NUMBER: 26-007

LOCATION: Newport News, Virginia

OPENING DATE: June 22, 2026

SALARY RANGE: \$40,946 - \$66,606 (CL 23)
*(salary commensurate with qualifications,
experience, and education)*

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all
qualified applicants

CLOSING DATE: The position is open until
filled. Preference will be given to applicants
whose applications are received by July 6,
2026.

Position Overview:

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Newport News Division, is accepting applications for a full-time, permanent Intake Deputy Clerk position. Training may take place in the Norfolk Division.

The Intake Deputy Clerk performs a variety of duties, including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. The incumbent performs customer service and cashier duties, provides procedural information, and collects court fees. The Intake Deputy Clerk also performs initial case docketing. A position description, which provides additional information, is available upon request.

Representative Duties:

The incumbent acts as receptionist; files documents and collects appropriate fees and furnishes information to the general public, members of the bar, and other parties involved in bankruptcy cases over the telephone, in writing and at the front counter; operates a variety of copying and records equipment; ensure data quality; scan, copy, file pick up, sort and process mail; maintain the mail meter and meter log; inform customers of required fees, receive payments, and issue receipts; accept appropriate documents; assign case numbers, open cases in the Case Management/Electronic Case Filing (CM/ECF) database and docket initial case opening events. Candidates must be computer literate. Skill in use of the Internet is required for review of documents submitted electronically through the Electronic Case Files (ECF) method. Skill in Microsoft Outlook, or other comparable email system, and Microsoft Word is preferred. Legal-related experience also is preferred.

Preferred Skills:

- Prior experience in a federal or state court environment.
- Familiarity with bankruptcy law, procedures, and terminology.
- Experience with electronic filing systems and case management databases.
- Skill in Microsoft Outlook, or other comparable email system, and Microsoft Word.

Qualification Requirements:

To qualify for the above position, a person must be a high school graduate and must have the following experience:

General Experience:

Progressively responsible clerical, office, or other work, which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience:

At least one year of specialized experience. Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical 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 or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Educational Substitutions:

Education above the high school level in accredited institutions may be substituted for required experience.

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits

(<https://www.uscourts.gov/careers/benefits>) similar to those of other federal government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, , and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The applicant considered for appointment will be subject to a background check.

How to Apply:

All interested persons must submit:

- Cover Letter
- Resume
- Contact information for at least two professional references knowledgeable of employment or educational history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>

Please submit all documents as a single combined PDF document via email to HR@vaeb.uscourts.gov.

Only the most qualified candidates will be invited for a personal interview. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.