



## UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

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### VACANCY ANNOUNCEMENT

Announcement Number: **26-09**

Opening Date: **August 28, 2026**

Closing Date: **Open until filled**

*Priority will be given to applications received by September 18, 2026.*

#### **EXECUTIVE ASSISTANT TO THE CLERK OF COURT**

**DUTY STATION: GREENSBORO, NC**

**CL 25 (\$49,361 - \$80,265)**

*Promotion to CL 26 may occur  
without further posting or competition.*

### **POSITION DESCRIPTION**

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Executive Assistant to the Clerk of Court in Greensboro, N.C.** The incumbent performs administrative support services for the Clerk of Court, Chief Deputy Clerk, and judges. The Executive Assistant also coordinates special projects at the direction of the Clerk and in coordination with the chambers of the Chief Judge. This is a fast-paced position that requires good judgment, the ability to multitask, skill at using technology in a largely paperless environment, and excellent communication skills.

Specific duties include:

- Maintain calendar and schedules for the unit executive and chief deputy. Schedule and confirm executive and judicial administrative meetings based on schedules and topic priorities.
- Prepare executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for review and signature. Edit materials prepared by others for the unit executive's signature for accuracy, proper grammar, and spelling. Sign routine correspondence, as authorized.
- Establishes and maintains Clerk's records and files including standing orders, court policies, and administrative files, such as administrative manuals, bulletins, etc., including electronic and hard copy. Assists in maintaining court directories and official documents.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable. Assist in the preparation of agendas; act as secretary for meetings, preparing materials and taking and distributing minutes of proceedings.

- Disseminate communications to appropriate managers, executives, and peers and follow up on action items to ensure a comprehensive and coordinated response.
- Manage and track attorney discipline matters, including the preparation of proposed orders.
- Manage the disposition of wiretaps, oral, or electronic communications.
- Serve as liaison to judges' chambers and all other court support units, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the Clerk of Court and Chief Deputy, as appropriate.
- Maintains historical information on behalf of the entire court. Maintains address information for retired judges and staff.
- Prepare travel vouchers for judges and managers in accordance with policies and regulations. Assist judges and managers with booking out-of-district travel.
- Develop standard office administrative procedures and provide guidance to other administrative support staff within the unit regarding the performance of their duties to ensure administrative consistency.
- Receive, screen, and refer telephone calls and personal visitors to the Clerk. Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the Clerk and Chief Deputy and/or respond directly, as delegated.
- Open mail as necessary. Receive, screen, and route mail to appropriate persons or offices. Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals.
- Coordinate all general activities in the immediate office, including arranging for equipment maintenance and ordering supplies. Backup to the Procurement and Facilities Specialist for making reports to the General Services Administration received from other offices within the unit.
- Perform other job-related duties, as assigned.

## **QUALIFICATIONS**

- Requires a high school diploma or equivalent.
- Ability to keep detailed records neatly and accurately.
- Ability to type quickly and accurately.
- Knowledge and skill in the use of computer software, particularly Outlook, Word, and Adobe Acrobat. Knowledge of, or ability to learn, Microsoft Teams and Planner.
- Exceptional organizational skills, particularly priority and time management capabilities.
- Strong verbal and written communication skills.
- The ability to work both independently and as part of a team.
- Unquestioned integrity and a positive, "can do" attitude.

Requires one-year specialized experience equivalent work at CL-24 to qualify for CL-25 and two-years specialized experience, including at least one-year equivalent work at CL-25 to qualify for CL-26. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws.

## **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Supplemental Dental/Vision Insurance, Federal Group Life Insurance Program, and Flexible Benefits Program. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](https://uscourts.gov/benefits).

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

## **TO APPLY:**

To apply for this position, qualified applicants should submit: 1) a completed [Application for Federal Employment](#) 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package as a single pdf file should be submitted electronically to [ncmdml\\_persnnl@ncmd.uscourts.gov](mailto:ncmdml_persnnl@ncmd.uscourts.gov).

\*Travel and relocation expenses will not be reimbursed.

***The United States District Court is an Equal Opportunity Employer.***