



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

Announcement Number: **26-12**

Opening Date: **October 13, 2026**

Closing Date: **Open until filled**

Priority will be given to applications received by November 3, 2026.

COURTROOM SERVICES SUPERVISOR

DUTY STATION: GREENSBORO, NC

CL 28-29 (\$71,583 - \$138,380)

A relocation bonus or assistance may be available to a selected applicant who currently works for the Federal Judiciary.

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Courtroom Services Supervisor**. This position is located in the Clerk's Office in Greensboro and reports to the Chief Deputy Clerk. The incumbent supervises seven case manager/courtroom deputies, one case management team lead, and five court reporters. This position is responsible for supervising all courtroom related services, including in-courtroom duties, monitoring judges' cases for referrals, assigning court reporters, producing statistical reports, and overseeing CVB court.

REPRESENTATIVE DUTIES

- Supervise employees involved in courtroom support services, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards, ensure that standardized procedures are followed, and set priorities.
- Ensure adequate backup/coverage exists and redistribute workload as needed.
- Draft, review and evaluate procedures, plans, and manuals for consistency, accuracy and applicability.
- Propose solutions and collaborate with peers and senior management to implement process changes.
- Conduct staff meetings. Identify issues and resolve disputes.
- Maintain accurate documentation, statistics and employee records.
- Monitor time and attendance of subordinates to comply with leave policies.
- Oversee the assignment of court reporters.
- Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Oversee periodic reporting of statistics to the Administrative Office, 4th Circuit, Judges and Clerk's Office.

REQUIRED QUALIFICATIONS

- Requires a minimum of three years' specialized experience. Specialized experience is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships (b) the ability to exercise mature judgment, and (3) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.
- The successful candidate must have experience in a fast-paced and demanding environment with the ability to present a professional demeanor at all times.
- The candidate must have excellent organizational, analytical, oral and written communication skills.
- The ability to maintain confidential information and abide by Judiciary ethical standards is also required.
- Case management/courtroom deputy experience, strong computer skills, and CM/ECF proficiency is desirable.
- A bachelor's degree from an accredited college or university is preferred.
- To be appointed at the CL 29 level, experience must include at least one year equivalent to work at the CL 28 level.

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://www.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 3) a chronological résumé; and 4) a narrative not to exceed 2 pages outlining leadership philosophy and accomplishments/goals expected within the first 6 months. The completed package as a single pdf file should be submitted electronically to ncmdml_persnnl@ncmd.uscourts.gov.

The United States District Court is an Equal Opportunity Employer.