

UNITED STATES DISTRICT COURT
Western District of North Carolina

Job Announcement Number: 26-12

Position Title: Intake Deputy

Starting Salary: **CL24 - \$44,701 - \$72,654**
Promotion potential up to CL 25 or CL 26 without further competition

Position Location: Asheville, NC

Open Date: August 12, 2026

Closing Date: August 26, 2026

The United States District Court for the Western District of North Carolina is accepting applications for an Intake Deputy in our Asheville office.

JOB SUMMARY:

The Intake Deputy performs various operational and technical functions and is responsible for maintaining and processing case information in accordance with approved internal controls, procedures, and rules. The Intake Deputy performs duties which include case initiation, records management, and collecting court fees. The incumbent provides procedural information and customer service, and ensures incoming documents conform to federal and local rules. The Intake Deputy may assist with similar operational activities as required.

REPRESENTATIVE DUTIES:

- Receive and review incoming paper and electronic case related documents to determine conformity with appropriate rules, practices, and court procedures. Examine all pleadings to determine the jurisdiction of the court and accept those that conform to federal and local rules of practice. Check for prior or prohibited filing(s). Monitor for release of exhibits and sealed documents.
- Issue all civil processes such as summonses, subpoenas, writs of garnishment, execution, attachment, and the like.
- Open cases in the Case Management/Electronic Case Files system (CM/ECF) upon receipt of initiating documents such as complaints, indictments, or petitions. Close cases upon receipt of terminating documents such as judgments and closing orders.
- Scan, create PDF files, enter data, and upload documents into the CM/ECF system, including pleadings, petitions, motions, complaints, minutes, orders, and proceedings as necessary to maintain the accuracy and completeness of the electronic case file.
- Provide frontline customer service, answer telephones, and provide appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assist the public in the use of computerized records and information databases.

- Receive and process checks and money-orders in accordance with internal control policies. Verify attorneys' authority to practice before the court. Accept attorney admission applications. Assist in administering attorney admission oaths, maintain attorney admissions databases, and issue admission certificates.
- Sort, classify, and file case documents and records. Retrieve and copy files for the public, court personnel, attorneys, and others. Certify court documents.
- Utilize various computer programs, various electronic databases, and information systems to obtain case information to respond to inquiries, track the movement of files and records, and perform word processing. Operate personal computer, mailing, copying, records, and scanning equipment.
- Assist with assigning case numbers to new cases, assign cases to judges and process documents in accordance with established procedures. May assist in reviewing certain electronic filings in CM/ECF for accuracy, completeness, and identification/correction of errors.
- Assist with service of process of court-initiated pleadings to pro se parties and utilizing the sealed document program for service of sealed documents to attorneys and other federal agencies.
- Assist with the review of incoming appellate cases for readiness to proceed. Assist in the preparation of documents and files for forwarding to the Court of Appeals.
- Assists with general jury service questions and processes as needed.
- Receive and sort mail, deliver mail and packages to chambers as necessary. Monitor, order, receive, and distribute supplies.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for this position a candidate must have graduated from high school or equivalent and have one year of specialized experience.

Specialized experience is defined as 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.

HOW TO APPLY

Applicants must submit the following:

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

- Cover letter detailing why you are applying for this position and what qualities, characteristics and abilities you will bring to the position.
- Resume
- Completed AO-78, Application for Judicial Branch Federal Employment
- Most recent performance appraisal from current employer

Complete applications should be submitted in a single PDF document via e-mail to hr@ncwd.uscourts.gov no later than 5:00 PM on August 26, 2026. Please reference Job Announcement # 26-12.

INFORMATION FOR APPLICANTS

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

BENEFITS The judiciary offers several exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

- Health Insurance
- Dental and Vision Insurance
- Thrift Savings Plans (Retirement savings plan) with a government matching contribution
- Life Insurance
- Paid Annual and Sick Leave
- 13 Federal Holidays per year
- Flexible Spending Accounts (Medical and Dependent Care)
- Commuter Benefit Program
- Long Term Care Insurance

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>

The Western District of North Carolina is an Equal Opportunity Employer

Additional Information

This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check. Employees must adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Accepted service appointments are AT WILL and can be terminated with or without cause by the court

Electronic Funds Transfer is mandatory for salary payments

The optional background information questions on the AO78, Application for Federal Judicial Branch Employment, are not required to be answered for this position.