



## District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2015-002

**Position:** Administrative Support II  
**Location:** St. Croix Division, U.S. Virgin Islands  
**Salary:** CL 25 (\$38,704 – \$62,951) (based on experience; plus Cost-of-Living Allowance, currently at 13.84%)  
**Open:** April 16, 2015  
**Close:** Open until filled. **Preference will be given to applications received by April 24, 2015.**

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### **Position Overview:**

The position is open to all qualified U.S. Citizens. The type of appointment is of permanent status on a full-time basis.

This position is located in the St. Croix Division of the Clerk's Office, District Court of the Virgin Islands, and reports to the Chief Deputy Clerk and/or Clerk of Court. The incumbent will be responsible for providing office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities.

### **Representative Duties:**

- Develop and maintain logs, track forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the request of unit executives. Gather and analyze data for management studies to improve workflow, operating methods and to simplify processing procedures; write reports and make recommendations based on the findings of the studies. Generate standard reports from databases and computerized systems.
- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routing questions, and directing visitors/callers to the appropriate person or department.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Proofread and edit materials prepared by others, for accuracy, proper grammar, and spelling.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and, process mail requiring special handling.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain staff calendars.

- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Perform financial and budgetary duties such as processing accounts payable and accounts receivable transactions. Assist with balancing and reconciling of financial records. Prepare bank deposits. Assist staff with automated financial tracking systems. Perform similar financial and budgetary activities. Process incoming fine and restitution payments.
- Serve as human resources assistant or liaison, tracking staff time and attendance, processing paperwork and answering questions related to benefits, leave, and pay; processing personnel related forms and paperwork, and similar activities. Assist with coordinating and delivery of training.
- Disseminate communications to appropriate managers, executives and peers and follow up on action items to ensure a comprehensive and coordinated response, where required.
- Conduct record checks for employees.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Administer the reimbursable work authorization process, including preparing forms and paperwork, obtaining approval from judicial council, preparing invoices and payments, tracking expenses, etc.
- Coordinate general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies. Oversee maintenance of consumable supplies, research and prepare supply requests.
- Assist with coordinating conferences, meetings, and court ceremonies. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Maintain calendars, arrange travel, and prepare travel vouchers for court unit executives and professional staff. Audit and review travel vouchers, maintaining the offices travel credit cards, ensuring that policies and procedures are followed.
- Assist with maintaining and updating the office's website by contributing content and design assistance.

**To qualify at level CL 25:**

**General Experience:**

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

**Educational Requirements:**

High School graduation or equivalent and two years general experience in addition to one year of specialized experience equivalent to work at the CL 24 level.

**Specialized Experience:**

One year of specialized experience, including at least one year equivalent to work at the CL 24 level which is described as progressively responsible clerical or administrative experience that

provided knowledge of the rules, regulations, practices and principles of administrative management, court operations and human resources administration; and involved the routine use of automated financial, procurement and property management, human resource systems or other computer based systems and applications such as word processing, spreadsheets or databases.

### **Educational Substitutions:**

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

### **Qualifications Required:**

#### **Administrative Management**

Skilled in filing and knowledge of filing requirements. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skilled in organizing own work.

Knowledge of secretarial and administrative principles, practices, methods, and techniques in a legal environment. Skilled in administrative matters such as file maintenance, record-keeping, reporting, and preparation of presentation material. Skilled in recognizing and analyzing administrative problems and recommending alternatives and solutions. Skilled in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences and events.

#### **Court Operations**

Ability to apply the court's policies, procedures, practices, and guidelines related to office administration. Ability to use court operations and legal terminology. Ability to learn office department and division organizational roles and responsibilities.

Knowledge of legal documents and terminology. Knowledge of federal rules and local court rules, policies, procedures, and protocols, including the court's policies and guidelines related to financial transactions, travel authorization, procurement and property management, human resources and personnel administration, and/or space and facilities management. Skilled in interpreting and applying relevant policies and procedures to office operations.

#### **Human Resources**

Knowledge of human resources procedures and practices as they relate to processing human resources paperwork and transactions. Knowledge of appropriate documentation necessary for various personnel actions. Knowledge of reporting requirements. Knowledge of benefits, leave and pay.

## **Judgment and Ethics**

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

## **Written and Oral Communication/Interaction**

Skilled in spelling, grammar and proofreading. Skilled and accuracy in data entry and performing numerical calculations. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.

## **Information Technology and Automation**

Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation. i.e. Microsoft Word, Microsoft Excel and other computer applications. Skilled in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skilled in using a multi-line telephone efficiently and in a timely manner.

## **Court Preferred Experience:**

A Bachelor's Degree in Business Administration or Finance and prior judiciary experience are preferred.

## **Benefits:**

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Eligible for private long term disability plan options

## **Conditions of Employment:**

The successful applicant is subject to a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Employee retention depends upon a favorable suitability determination. Employees of the District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court.

Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. Employees are required to use Electronic Fund Transfer (eft) for payroll direct deposit.

**Application Procedure:**

Qualified applicants should submit a resume, detailed cover letter and an *Application for Judicial Branch Employment (AO 78)* to the address listed below. Please indicate full-time or part-time experience and exact dates of employment.

Attention: Administrative Support II Vacancy  
**Clerk of Court**  
**District Court of the Virgin Islands**  
5500 Veteran's Drive, Room 310  
St. Thomas, U.S. Virgin Islands 00802-6424

or via email to [viclerk@vid.uscourts.gov](mailto:viclerk@vid.uscourts.gov)

**THE DISTRICT COURT OF THE VIRGIN ISLANDS**  
**IS AN EQUAL OPPORTUNITY EMPLOYER**