



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2017-008

Position: Administrative Support II

Location: St. Thomas/St. John Division, U.S. Virgin Islands

Salary: CL 25 (\$39,796 – \$64,718) (based on experience; plus Cost-of-Living Allowance, currently at 13.22%); promotion potential to CL 26 without further advertisement.

Open: July 17, 2017

Close: Open until filled, *with first preference given to applicants who apply by July 23, 2017.*

A great opportunity is available to join the dynamic team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court! Applications are being accepted for a full-time Administrative Support II to serve in the Division of St. Thomas/St. John. The position is open to all qualified U.S. citizens. The type of appointment is of permanent status.

Position Overview:

This position is located in the St. Thomas/St. John Division of the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Chief Deputy and/or Clerk of Court. Administrative Support II positions encompass areas such as secretarial support to court unit staff, managers, and/or executives, as well as a variety of administrative services such as human resources, procurement, finance, budget, property management, records management, space and facilities and statistical maintenance. The incumbent provides administrative support duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports and greeting visitors/clients.

The administrative support staff contributes to the mission of the office by providing quality service in a professional, courteous and efficient manner. While not all tasks may be assigned, the incumbent will perform duties that may include the following representative duties:

Representative Duties:

- Develop and maintain logs, tracking 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 routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Prepare, proofread and edit materials prepared by others, for the court unit executive's signature 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.
- Maintain required records and files in accordance with court policies and approved internal controls.
- Administer the preparation and shipment of records to the appropriate Federal Records Center.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Assist with 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.
- Perform other duties as assigned.

To qualify at level CL 25:

Two years of specialized experience equivalent to work at CL-24, high school graduation or equivalent and two years general experience are required.

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.

Specialized Experience:

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles, of an Administrative Support II and which demonstrated the relevant knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

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.

Court Preferred Skills/Experience:

A Bachelor's Degree in Business Administration, Business Management, Business Communication or related field from an accredited institution. Demonstrated experience successfully supporting a fast-paced and innovative office environment. Dynamic interpersonal, time management, and organizational skills. Prior judiciary experience is also preferred.

Required Competencies (Knowledge, Skills and Abilities):**Administrative Management**

Skill 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. Skill in organizing own work. Knowledge of secretarial and administrative principles, practices, methods, and techniques in a legal environment. Skill in administrative matters such as file maintenance, record-keeping, reporting, and preparation of presentation material. Skill in recognizing and analyzing administrative problems and recommending alternatives and solutions. Skill 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. Skill 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 judgment and high ethical standards.

Complexity and Decision Making

The tasks performed take some time to learn the governing policies and procedures and may vary daily. Employees make decisions based on thorough knowledge of standard procedures or work policies. Compared to Administrative Support I positions, this level has a greater breadth of responsibilities and is expected to have substantially greater depth of knowledge of office policies, procedures, and computer database systems. Most aspects of the work require high skill levels and present challenges in handling a variety of persons, problems and subject areas. Judgment is often exercised in planning and executing projects, setting priorities, maintaining confidentiality and handling situations and persons tactfully.

Written and Oral Communication/Interaction

Skill in spelling, grammar and proofreading. Skill 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. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in using a multi-line telephone efficiently and in a timely manner.

Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations.

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:

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the [*Code of Conduct for Judicial Employees*](#) and court confidentiality requirements. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

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. If applying via email, include all required documents in one pdf file.

Attention: Administrative Support II

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

Submissions that do not include all the requested documents will not be considered. Applicants are responsible for their own interview travel expenses. Candidates extended an opportunity to interview will be asked to bring a portfolio containing samples of creative work products (i.e., presentations, announcements, or flyers) to their initial interview.

Due to the high volume of applications anticipated, the Court will only contact applicants selected for interviews. Applicants not selected for an interview may visit our website at www.vid.uscourts.gov for the closed announcement notice.

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