



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2017-007

Position: Administrative Support Specialist

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

Salary: CL 26 (\$43,840 – \$71,247) (based on experience; plus Cost-of-Living Allowance, currently at 13.22%); promotion potential to CL 27 without further advertisement.

Open: June 6, 2017

Close: Open until filled, *with first preference given to applicants who apply by June 13, 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 Specialist 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. The Administrative Support Specialist acts as an office liaison providing administrative support for space and facilities, statistical reporting, automation, and general office administration. The incumbent is a resource for support staff on administrative or operational matters. The incumbent provides executive level administrative support by ensuring the efficient management of events, meetings, correspondence, reports, and resources. The incumbent develops standardized office procedures and provides directional guidance to other unit support staff to ensure administrative consistency. The incumbent possesses excellent organization skills, as this position takes place in a fast-paced work environment and includes substantial multitasking. While not all tasks may be assigned, the incumbent will perform duties that may include the following representative duties.

Representative Duties:

- Act as office liaison ensuring administrative compliance with appropriate guidelines, policies, and approved internal controls.
- Assist in the recruitment and selection process for new staff and participate in performance management activities. Assist new staff with the completion of human resources related documents.
- Review the work of clerical support staff and provide administrative and operational guidance. 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.

- Oversee adequacy of consumable supplies, research price quotes, and prepare supply requests for approval; receive, audit, and distribute supplies or special order requests. Review and forward invoices for payment. Participate in purchase research for new or replacement office equipment; arrange for maintenance of office equipment; maintain appropriate equipment logs and take routine usage readings.
- Assist in the monitoring of contracts and ensure terms are met. Participate in the annual renewal process for service agreements. Make recommendations based on research and record keeping regarding maintenance contracts.
- Act as office liaison with the General Services Administration regarding office physical needs, such as heating, cooling, lighting, and cleaning. Act as office liaison with other service providers and vendors.
- Prepare documents, correspondence and reports. Develop, update, and maintain statistical manuals, reports, and forms. Collect, prepare, analyze, validate, and reconcile case management and statistical information and reports.
- Assist with the coordination and scheduling of training programs. Update the automated training database with staff training courses and hours.
- Provide input to the annual budget based on anticipated administrative and service needs of the office.
- Participate in special projects related to administrative service functions. Prepare professional quality flyers, press releases, handouts, and other conference materials as needed. Coordinate and manage conference setup, meetings, court ceremonies, orientation programs, and screening boards, including but not limited to logistics, printing, security, refreshments, etc., as applicable.
- Assist the information technology department with hardware and software applications and installations, as required. Participate in information technology planning as it relates to administrative systems.
- Assist in the coordination of renovation projects and coordinate moves in the main or divisional offices, as required.
- Independently coordinates general activities in the immediate office. Maintain calendars and schedules of the unit executive. Schedule and confirm executive meetings.
- Assist in the preparation of agendas; act as secretary for meetings, preparing materials, 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.
- Arrange travel, and prepare travel vouchers for court unit executive in accordance with policies and regulations.
- 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 unit executive and/or respond directly, as delegated.

- Receive, screen, prioritize, and route incoming and outgoing mail and documents to the correct individuals. Prepare clear and effective correspondence, reports, form letters, and documents and proofread and edit materials thoroughly; including those prepared by others, as applicable.
- Adhere to the [Guide to Judiciary Policies and Procedures](#) and [Code of Conduct for Judicial Employees](#). Adhere to the court unit's internal control procedures.

To qualify at level CL 26:

Two years of specialized experience equivalent to work at CL-25, 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 Specialist 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.

Experience Substitutions:

Excess specialized experience may be substituted for required general experience.

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 an executive in a fast-paced and innovative environment. Full

comprehension of office management systems and procedures. Excellent interpersonal, time management, and organizational skills. Prior judiciary experience is also preferred.

Required Competencies (Knowledge, Skills and Abilities):

Administrative Management

Knowledge of administrative principles, practices, methods and techniques of a fast-paced environment. Skill in managing an executive office in a professional atmosphere. Skill in editing and proofreading documents for spelling, grammar, punctuation, style, abbreviations, acronyms and correct legal citation formats. Skill in handling private and confidential matters. Skill and accuracy in data entry and performing numerical calculations. Skill in administrative matters, such as electronic file maintenance, record keeping, reporting and preparation of presentation materials. 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 court events. Skill in filing and knowledge of filing requirements. Ability to file, extract and refile documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skill in organizing own work. Ability to multitask and prioritize daily workload.

Court Operations

Knowledge of the court unit's office procedures, practices, processes, vision, and mission; and, the ability to put such knowledge into practice. Knowledge of the court unit's automated systems. Knowledge of policies in the *Guide to Judiciary Policy* applicable to procurement, budget, training, and space and facilities management responsibilities. Knowledge of standards and objectives of internal controls and separation of duties. Skill in applying relevant policies and procedures to office operations. Knowledge of appropriate documentation necessary for various personnel actions and ability to ensure required information is communicated timely to human resources representatives. General knowledge of legal terminology and federal rules, as applicable.

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 vary daily, take time to learn, and encompass several administrative areas with complex policies, procedures, rules and regulations. Often, research and analysis is required prior to acting in order to ensure compliance with applicable rules and policies. Incumbents have greater responsibility within the office as compared to other administrative support staff and make decisions and resolve problems within the context of delegated authority, broad policies, and general goals. Unusual circumstances are referred to more senior-level staff or a supervisor.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) 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.

Information Technology and Automation

Knowledge of and skill in using office equipment and applications, such as word processing, email, spreadsheets, automated case management systems, and other administrative computer-based systems used for the office and the court. Skill in assisting IT professionals with minor changes, repairs, or installations. Skill in using court databases and applications for research, data entry, and processing information.

Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations; may be required to regularly lift boxes and move furniture and equipment.

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 please include all required documents in pdf format, preferably in one document.

Attention: Administrative Support Specialist 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

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.**