



## District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2015-001

**Position:** Jury Clerk  
**Location:** St. Croix Division, U.S. Virgin Islands  
**Salary:** CL 24 (\$35,055 – \$56,974) (based on experience; plus Cost-of-Living Allowance, currently at 13.84%)  
**Open:** February 23, 2015  
**Close:** Open Until Filled. **Preference will be given to applications received by March 06, 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 Generalist Supervisor and/or Clerk of Court. Policy guidance and assistance will be rendered by the Jury Administrator as needed. The incumbent will be responsible for performing administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent will ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. Jury Clerk jobs provide assistance and support to higher-level positions; process notices, enter data, provide customer service, prepare mail, conduct jury orientation, and may include any or all of the following duties and responsibilities.

### **Representative Duties:**

- Perform duties relating to master wheel refill and grand and petite jury selection. Monitor and record the jury questionnaire process, juror attendance and selection. Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry).
- Preparing juror excuse orders.
- Operates the court's JMS and e-juror component of JMS and other automated systems.
- Maintain and update the inbound and outbound telephone calls through the use of an interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.

- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Perform other similar duties as assigned.

**To qualify at level CL 24:**

**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 23 level.

**Specialized Experience:**

One year of specialized experience, including at least one year equivalent to work at the CL 23 level which is described 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.

**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 operational court support positions require hands-on experience to be credited as specialized experience.

**Qualifications Required:**

**Court Operations**

Knowledge of the terms and processes used for court calendars and dockets.

Skilled in preparing documents, compiling data, and preparing statistical reports using the applicable software and databases.

Knowledge of local jury plan, administrative directives, and other policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors.

### **Judgment and Ethics**

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

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

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct orientations, including speaking before groups of jurors.

Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration.

Ability to work well with others.

### **Information Technology and Automation**

Skilled in entering and checking data into a computerized database.

Ability to use office machines needed to prepare and process summons, notices and correspondence.

### **Court Preferred Experience:**

A Bachelor's Degree in Business or Public Administration 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 check, 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: Jury Clerk 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**