



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2017-001

- Position:** Space and Facilities Specialist
- Term:** Full Time Temporary (approximately one year and a day)
- Location:** St. Thomas Division, U.S. Virgin Islands
- Salary:** Classification Level 26 (\$43,840– \$71,247)
(based on experience; plus Cost-of-Living Allowance, currently at 13.22%)
- Open:** May 31, 2016
- Persons who previously applied for this position need not reapply.*
- Close:** Open until filled.
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A great opportunity is available in the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court. Applications are being accepted for a temporary full-time Space and Facilities Specialist to serve in the Division of St. Thomas. The position is open to all qualified U.S. Citizens. The type of appointment is of temporary status (approximately one year and a day).

Position Overview:

This position is located in the St. Thomas/St. John Division of the Clerk's Office, District Court of the Virgin Islands, and reports to the Clerk of Court through the Chief Deputy Clerk. The Space and Facilities Specialist performs and coordinates administrative, technical, and professional work related to day-to-day building management issues and projects for both the St. Thomas/St. John and St. Croix Divisions, in accordance with approved policies, procedures, and internal controls.

The successful candidate will be responsible for assisting in a full range of space and facilities activities, which may include any or all of the following duties and responsibilities.

Representative Duties:

- Monitor, coordinate, and react to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), technology, structures, grounds, and security.
- Respond to space and facilities help desk calls and emails by logging calls, resultant actions, and final resolution into a database.
- Resolve problems, or interact with the General Services Administration (GSA) building manager or other appropriate individuals for problem resolution while keeping customers

informed as to service status and escalating problems that are not resolved in a reasonable period to the next level.

- Monitor and oversee space and facilities project work by assessing, documenting, prioritizing, and responding to project problems, attending or participating in project or construction meetings as a representative of the Clerk of Court.
- Schedule appointments, arrange project meetings, and maintain calendar of project status points and activities, coordinate and track project schedules and significant project checkpoints.
- Under the guidance of a supervisor, evaluate and monitor contract performance to ensure compliance with contracted obligations and assist with clarifying contract requirements and resolving any conflicts.
- Serve as a technical liaison between the contractor and the contracting office and assist in the negotiation with vendors for the best price over contracted services and purchases.
- Design space and furniture plans to optimize and improve space utilization and work place efficiency.
- Maintain files related to facilities management, space planning, and space and facilities projects by developing and maintaining project logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting building project work and status.
- Prepare correspondence, reports, form letters, and documents related to facilities management, space planning, and space and facilities projects, generate project status reports from databases and computerized systems.
- Perform other duties as assigned.

Minimum Experience and Education Requirements:

To qualify at Classification Level 26:

Two years of general experience and three years of specialized experience are required.

General Experience

Progressively responsible professional administrative, 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.

The candidate must also have excellent interpersonal skills and oral and written communication skills, be organized and detail-oriented, and have the ability to manage several priorities at one time.

Specialized Experience

Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of space and facilities administration; and involved the routine use of automated drafting or other computer based systems such as word processing, spreadsheets or database applications.

Educational Requirements

High School graduation or equivalent.

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 space and facilities specialist positions require hands-on experience to be credited as specialized experience.

Court Preferred Experience

A Bachelor's Degree from an accredited institution in Property Management, Facility Management, Project Management or other field closely related field is preferred. Prior judiciary experience is also preferred.

Qualifications Required:

Space and Facilities

Knowledge of General Services Administration, court, and circuit policies related to space and facilities. Knowledge of the *U.S. Courts Design Guide* and applicable policies and procedures. Knowledge of the court's needs and expectations regarding building services. Knowledge of adverse effects if problems or repairs are not addressed in a timely manner. Basic knowledge of building systems, design, and construction processes. Skill in completing various forms used in the procurement process and maintaining related records. Skill in planning and coordinating time and delivery of purchases. Skill in researching and interpreting guidelines, rules, regulations, and policies related to space and facilities. Ability to interpret and implement federal judiciary guidelines and policies regarding space and facilities. Ability to obtain Contracting Officer Certification Program certification.

Skill in data management. Skill in filing, extracting, and re-filing documents accurately and appropriately. Skill in organizing own work. Ability to assist in designing and sketching space and furniture plans. Ability to read construction documents and blueprints. Skill in resolving issues and problems in a timely manner. Ability to understand design and construction processes. Ability to follow detailed instructions and multitask. Ability to meet established deadlines and commitments.

Court Operations

Knowledge of and adherence to the policies and procedures of the court unit. Knowledge of the *Guide to Judiciary Policy*. Knowledge of court policies and procedures and court space and usage requirements

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

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to produce accurate, thorough, and high quality written work documents, translating technical terms into non-technical language. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Budget, Finance and Procurement

Ability to develop project budget plans. Knowledge of applicable Judiciary budget, finance and procurement regulations.

Human Resources

Ability to work as part of a team. Skill in mentoring and training employees with varying educational backgrounds and aptitudes.

Information Technology and Automation

Skill in the use of automated equipment, including word processing, data entry, spreadsheet, and project management applications. Skill in working with architectural design software, automated drafting systems and related software applications. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.) Skill in using a multi-line telephone efficiently.

Work Environment and Physical Demands

Work is performed in an office setting or construction site and may occur at off-site locations or temporary duty stations. Duties sometimes require working during non-business hours. Duties include occasional travel to district offices, training and seminars. Physical effort is required in lifting of boxes and movement of furniture or equipment.

Benefits:

A generous benefits package is available to full-time temporary 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.

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. Submissions that do not include all the requested documents will not be considered. Due to the high volume of applications expected, the Court will only contact applicants selected for interviews.

Attention: Space and Facilities 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

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