



District Court of the Virgin Islands Notice of Opportunity 2013-003

Position: Student Intern
Location: St. Croix Division, U.S. Virgin Islands
Salary: UNPAID (Four to six weeks during the summer months)
Open: March 20, 2013
Close: April 3, 2013

Position Overview:

The District Court of the Virgin Islands is accepting applications for the position of Student Intern (unpaid). This position is located in the Chambers of Judge Wilma A. Lewis, Division of St. Croix. Work hours will be established in accordance with office needs.

Representative Duties:

- The position will involve performing administrative and other court-related assignments consistent with the successful candidate's skill level and abilities.
- The successful candidate will have the opportunity to attend courtroom proceedings and interact with Court personnel.

Preferred Skills/Experience:

The successful candidate should:

- be a high school student entering his/her junior or senior year, or a 2013 high school graduate, who has a strong academic record and demonstrated interest in the legal field;
- have excellent interpersonal and organizational skills.

Term:

Four to six weeks during the summer months.

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. Retention depends upon a favorable suitability determination.

Application Procedure:

Qualified applicants should submit a cover letter, resume, high school transcript, and two references, and mail the application packet so that is received by Tuesday, April 2, 2013 to:

Chambers of Hon. Wilma A. Lewis
District Court of the Virgin Islands
3013 Estate Golden Rock
Christiansted, Virgin Islands 00820
ATT: Robin D. Barovick, Esquire
Student Intern Program

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