



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2019-005

Position: Administrative Assistant
Term: Full time – Permanent
Location: St. Croix, U.S. Virgin Islands
Salary: CL 24 (\$37,245 – \$ 60,564) (based on experience; plus Cost-of-Living Allowance, currently at 12.80%); with promotion potential to CL 25 without further advertisement
Open: September 6, 2019
Close: Open until filled, *first preference given to applicants who apply by September 17, 2019.*

An amazing opportunity is available to join the dynamic team in 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 Assistant. The position is open to all qualified U.S. citizens. The type of appointment is permanent status

Position Overview:

This position is located in the St. Croix Division and reports to the Financial Supervisor and/or Clerk of Court. The Administrative Assistant provides processing support to the court's financial section by reviewing specific documents, entering financial transactions, and maintaining required records, in accordance with court policies and procedures. The incumbent also provides administrative, technical, and secretarial assistance to the Clerk's Office. The incumbent performs administrative duties such as customer service, filing, copying, distributing mail, inputting data while creating, formatting and assembling reports and facilitating meetings.

The primary focus of the job is to contribute to the smooth and efficient administration of the Clerk's Office by providing clerical, secretarial and technical services, based on standard operating policies and procedures. The incumbent contributes to the mission of the Court by responding to competing priorities, maintaining confidentiality and interacting with all individuals in a professional, courteous, and efficient manner.

Representative Duties:

- Routinely perform financial duties such as processing accounts payable and accounts receivable transactions. Assist with balancing and reconciling financial records. Prepare bank deposits. Process financial transactions using applicable automated financial tracking systems. Assist with compiling and inputting necessary information to the accounting system for victim restitution payments. Assist in processing returned checks and returned mail.
- Apply rules and procedures regarding CJA voucher preparation, authorization, and disbursement. Perform data entry for payment of vouchers in JIFMS. Maintain and

archive financial files and records. Assist with management review of CJA panels for locations within the district. Participate in training CJA panel attorneys on voucher processing and payment.

- Assist in processing travel vouchers and travel advance requests. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Communicate with employees to respond to questions, problems, or insufficiencies with travel vouchers and status of payment.
- Assist in locating supplies from pre-determined vendors and follow-up to customers and vendors, such as clarifying requests or expediting orders.
- Answer routine questions and direct complex questions or matters to experienced staff or supervisor.
- Prepare form letters, reports, notices, and other correspondence from templates, notes, and dictation. Proofread and edit documents for accuracy, proper grammar, and spelling. Maintain correspondence files and document control records.
- Review and organize mail and route applicable correspondence to appropriate managers for handling. Process outgoing mail, including mail requiring special handling.
- Facilitate and arrange meetings, while maintaining event calendars.
- Assist with locating, scanning, copying, and filing documents. Maintain, update, and track both paper and electronically filed documents.
- Maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports; gather data for management review and draft reports based on statistical data and generate standard reports from databases.
- Comply with guidelines, procedures, and policies established by the Administrative Office of U.S. Courts and the court unit.
- Report matters regarding the office's physical needs, such as heating, cooling, lighting and cleaning.
- Maintain office supplies and office equipment, arranging for service and repairs, as required.
- Perform other related duties as assigned.

Education and Experience:

One year of specialized experience, including at least one year equivalent to work at CL-23, 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:

One year of progressively responsible clerical or administrative experience that is in, or closely related to, the duties of the position and which has demonstrated the particular 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 from an accredited college or university in business, finance, accounting or closely related field is preferred.

Prior judiciary experience is also preferred.

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

Knowledge of secretarial and administrative principles, practices and methods. Ability to recognize administrative issues and suggest possible alternatives. Skilled in assisting with planning and organizing meetings, conferences and events. Skilled 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. Skilled in organizing own work.

Finance

Ability to learn the court's financial systems to assist with performing basic day to day activities. General understanding of financial transactions, and the ability to learn responsibilities specific to the court, such as, travel expense reimbursement, victim restitution, criminal debt management, and payment for goods and services. Ability to learn the court's internal controls and separation of duties. Skill and accuracy in working with numerical calculations. Knowledge of financial procedures and practices as they relate to processing financial paperwork and transactions. Knowledge of federal and local court rules as they relate to financial transactions. Knowledge of appropriate documentation necessary for various financial transactions.

Court Operations

Ability to interpret and apply the court's policies, procedures, practices and guidelines

related to office administration. Ability to learn court operations and recognize legal documents and terminology. Ability to learn office, department, and organizational roles and responsibilities.

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.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and reports in understandable format. Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Skilled in spelling, grammar, and proofreading. Ability to interact tactfully with a wide variety of people.

Information Technology and Automation

Skilled in the use of automated equipment including word processing, spreadsheet and database applications, and financial system applications. Skilled in typing, data entry, email, and report generation. Skilled in using standard office equipment (telephones, copiers, fax machines, scanners, calculators, etc.). Skilled in using a multi-line telephone efficiently. Knowledge of commonly used office software. The position requires proficiency in a wide-range of computer applications, including advanced technical level Microsoft Excel skills with spreadsheet preparation. Proficient in use of Microsoft Word and all other Microsoft Office products.

Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Work requires the regular lifting of boxes and moving of 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.

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 Requirements:

Qualified applicants should submit a letter of interest demonstrating the applicant’s administrative and professional accomplishments. Qualified applicants must also submit a resume detailing qualifications, skills and experience necessary to perform the duties of the position. In addition, qualified applicants are also required to list three (3) employment references of past supervisors with contact information, along with a completed [*Application for Judicial Branch Employment \(AO 78\)*](#).

Application Procedure:

Include all required documents in one pdf file and email to viclerk@vid.uscourts.gov. The subject line should state Administrative Assistant. Submissions that do not include all the requested documents will not be considered.

Participation in the interview process will be at the applicant’s own expense, and relocation expenses will not be provided. Due to the high volume of applications anticipated, the Court will only contact applicants selected for interviews. Please DO NOT CALL OR EMAIL the Court inquiring about the position.

The District Court of the Virgin Islands 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, any of which may occur without prior written or other notice.

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