



## DISTRICT COURT OF THE VIRGIN ISLANDS

# CAREER LAW CLERK TO CHIEF JUDGE ROBERT A. MOLLOY

### ANNOUNCEMENT NUMBER

2024-004

### ANNOUNCEMENT DATE

December 4, 2024

### CLOSING DATE

Open until filled, with preference given to applications received by December 20, 2024.

### POSITION OVERVIEW

The Honorable Robert A. Molloy, Chief Judge of the District Court of the Virgin Islands, St. Thomas Division, is seeking a Career Law Clerk beginning **January 2025**. The Career Clerk will work with one Term Law clerk and a Judicial Assistant in chambers. The Court has an active criminal and civil docket. At times, the cases present novel or complex issues of law. Managing the workload requires organizational skills, great attention to detail, and well-developed research, writing, and analytical skills. Despite a busy docket, the office environment is personable and offers daily interaction with the judge and other law clerks.

### REPRESENTATIVE DUTIES

Duties include, but are not limited to, preparing memos, orders, correspondence, and draft opinions for the Judge's consideration; reviewing dockets of pending litigation and monitoring case progress; providing information to the Judge in connection with pending litigation; proofreading orders and opinions; preparing pre-hearing/trial case summaries; performing legal research; and assisting the Judge during courtroom proceedings. The Career Law Clerk will also be responsible for clerical/administrative duties including management of the court's docket, assignment of cases, and chambers' arrangements.

### QUALIFICATIONS

To qualify for grade 13, two years of post-graduate legal work experience and bar membership are required. To qualify for grade 14, three years of post-graduate legal work experience and bar membership are required, and two of the three years must have been served as a law clerk in the federal judiciary.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

### COURT OPERATIONS

Knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting of case data. Knowledge of courtroom proceedings, applicable requirements, and the judicial system.

Knowledge of implications of judge's orders and decisions. Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines. Ability to be flexible and adapt to a changing work environment.

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.

### SALARY RANGE

JSP 13-14 (\$103,409– \$158,860) (based on experience; qualifications, and prior federal employment, plus Cost-of-Living Allowance, currently at 12.04%.

**BENEFITS**

A generous benefits package is available for full-time permanent employees which may include:

- A minimum of 11 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
- Telework opportunities

**INFORMATION FOR  
APPLICANTS**

Qualified applicants should submit the following:

- A detailed cover letter
- A current resume
- Law School transcript
- A minimum of three professional recommendations. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked.
- Two legal writing samples that are no more than ten pages in length
- A completed [AO78](#), Application for Employment, including full-time or part-time experience and exact dates of employment

via e-mail in one single file (.pdf format) to:

[Molloy\\_chambers@vid.uscourts.gov](mailto:Molloy_chambers@vid.uscourts.gov)

or to:

Chief Judge Molloy  
Office of the Clerk  
Ron de Lugo Federal Bldg.  
5500 Veterans Drive, Ste. 310  
St. Thomas, VI 00802

Please indicate full-time or part-time experience and exact dates of employment on the AO 78 and resume. Due to the anticipated volume of applications, only candidates that are invited for interviews will be contacted.

Applicants must be United States 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.

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