



**District Court of the Virgin Islands
Vacancy Announcement
Career Opportunity Number: 2023-004**

CASE ADMINISTRATOR I OVERVIEW:

A great opportunity is available to join the dynamic team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court!

This position is located in the St. Thomas/St. John Division of the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Clerk of Court, through the Generalist Supervisor and Chief Deputy Clerk II. The Case Administrator I performs a variety of tasks to support the court's functions. Incumbents in the position rely on the court's automated system (Case Management/Electronic Filing System (CM/ECF)) to maintain and process case information and manage the progression of civil and criminal cases and related proceedings from opening to final disposition in accordance with approved internal controls, procedures, and rules.

The Case Administrator I serves as the record and reproduction clerk and/or case initiation clerk. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service and cashier duties for the purpose of providing procedural information and collecting court fees. The incumbent in this position also prepares cases for closing by ensuring that all necessary orders are entered to close the case. The Case Administrator will communicate regularly with court staff, attorneys, and others in person, via phone and by email regarding case related matters.

HOW TO APPLY

Qualified applicants should submit a letter of interest demonstrating the applicant's administrative and professional accomplishments; a resume detailing all relevant experience, education, and skills; three (3) employment references of past supervisors with contact information, along with a completed [Application for Judicial Branch Employment \(AO 78\)](#).

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

POSITION: Case Administrator I

LOCATION: St. Thomas, VI

POSTING DATE: July 11, 2023

CLOSING DATE: Open until filled, with preference given to applications received by July 21, 2023.

EMPLOYMENT TERMS: Permanent; full-time; excepted service.

CLASSIFICATION: CL 24

SALARY RANGE – Table RUS:
\$41,368 to \$67, 231 *plus Cost of Living Allowance currently set at 12.25%*
(promotion potential to CL 25 without further announcement).

CONDITIONS OF EMPLOYMENT:
U.S. Citizen or eligible to work in the United States.

Required to use Electronic Fund Transfer for payroll.

Provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check.

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.

Equal Opportunity Employer

Representative Duties:

- Scans, copies, files, and processes incoming pleadings. Receives and stamps incoming documents.
- Processes new case files. Verifies the statistical opening information in the court's automated system for accurately reporting cases to the Administrative Office of U.S. Courts. Ensures event codes are entered accurately. Ensures proper case assignment to judicial officers.
- Informs filers or customers of required fees. Receives payments and issues receipts. Secures funds in cash register and balances cash drawer at the end of the day.
- Verifies attorney's authority to practice in the court and takes appropriate action if any discrepancies exist.
- Utilizes the court's CM/ECF automated system to timely and accurately docket documents, orders, and judgments in accordance with specified docketing procedures.
- Performs quality control on all electronically filed civil and criminal documents using system generated reports to ensure compliance with federal and local rules, practices, and filing requirements. Notifies attorneys or filers of errors and deficient filings. Relies on the court's automated system to ensure that all deficiencies have been remedied. Takes appropriate action if the deficiencies are not remedied.
- Issues summonses for complaints, issues arrest warrants and summonses in criminal cases, processes writs and other legal directives pursuant to established policies and procedures.
- Processes Orders generally and Orders for *pro se* filers and prepares them for mailing via the United States Postal Service.
- Electronically transfers civil cases to other district courts, transmitting records as necessary.
- Maintains the confidentiality of sealed documents and monitors proper access to records.
- Assists with management of the court's calendar, which includes arranging for court interpreters and court reporters as needed.
- Assists chambers staff with case administration and resolving issues.
- Processes notices of appeal and appeal-related documents.
- Monitors cases for release of exhibits and unsealing of documents.
- Prepares and ships records to or retrieves records from the appropriate Federal Records Center.
- Prepares correspondence regarding file inquires, docket sheets, and other file request information.
- Answers numerous in-person and telephone inquiries by routing calls and furnishing information on a wide variety of topics, such as case status and the electronic filing of documents.
- Assists the public in the use of computerized databases.
- Retrieves and makes copies of documents or other court forms for court personnel, attorneys, and others. Certifies court documents.
- Provides training or assistance to employees performing case administration duties.
- Adheres to the *Guide to Judiciary Policies and Procedures* and *Code of Conduct for Judicial Employees*.
- Adheres to the court unit's internal control procedures and Standard Operating Procedures.
- Performs other duties as assigned.

Qualifications and Experience:

To qualify for the Case Administrator I position, the successful applicant must be a high school graduate or equivalent and must have one year of specialized experience. Specialized experience is 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 may not be substituted for specialized experience because this position requires 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 Administration, Business Management, Business Communication, or related field and/or completion of a paralegal certificate is highly preferred; prior experience with a federal or state court and/or familiarity with electronic case filing, especially the court's automated system, is highly preferred.

Required Competencies (Knowledge, Skills and Abilities):

Court Operations

Knowledge of local rules, practices, procedures, and forms. Knowledge of the Federal Rules of Civil, Criminal and Appellate Procedure. Knowledge of purpose and format of legal documents. Knowledge of where to distribute documents. Knowledge of how to process, issue, and certify documents. Knowledge of how to assign case type numbers to judges. Knowledge of procedures for public access to court files. Knowledge of mailing options and requirements. Knowledge of legal terminology. Knowledge of Federal Record Center Policy. Knowledge of basic documents (e.g., pleadings, correspondence, transcripts, etc.). Skill in making docket entries. Skill in checking for prohibited filings and unpaid fees on prior filings. Skill in mathematics. Ability to verify attorney admission.

Complexity and Decision Making

Case administrators at this level maintain filing systems, initiate cases, and retrieve and review incoming court documents. Work processes are well-defined but take some time to learn. The most complex aspects of the job at this level involve tasks related to the comparison or compilation of data and being able to avoid errors while handling large numbers of items during customer service distractions and interruptions. Decisions are based on well-defined standard procedures and work policies and are related primarily to whether material being considered meets the standards of acceptance for filing. Employees also distribute documents, notify individuals, answer questions, and use discretion with regard to what information is shared with whom.

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.

Information Technology and Automation

The position requires experience in a wide-range of computer applications, i.e. Microsoft Word, Microsoft Excel, Adobe, and other computer applications. Skill in typing. Skill in using a cash register. Knowledge of requisite court computer programs. Skill in using automated systems and equipment to review dockets and documents.

Written and Oral Communication/Interaction

Excellent interpersonal skills with the ability to interact tactfully and professionally with a wide variety of people. Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and advise of filing errors. Ability to communicate with parties and answer procedural questions without providing legal advice.

Work Environment and Physical Demands

Work is performed in an office setting. Some lifting may be required.

Benefits:

A generous benefits package is available to full-time permanent employees which includes:

- 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
- Employee Assistance Program (EAP)/Work Life Services
- Workers' Compensation Program
- Employee Wellness Program