



**District Court of the Virgin Islands
Vacancy Announcement
Career Opportunity Number: 2018-004**

- Position:** Chief Deputy Clerk (Type II)
- Location:** St. Croix Division or St. Thomas/St. John Division, U.S. Virgin Islands, *with preference for St. Croix Division*
- Salary:** JS 14 (\$103,106 – \$134,038 based on experience; plus Cost-of-Living Allowance, currently at 13.01%) with promotion potential to JS 15 without further announcement.
- Open:** November 9, 2018
- Close:** Open until filled, *with first preference given to applicants who apply by November 30, 2018.*
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The District Court of the Virgin Islands is seeking a Chief Deputy Clerk II to join the innovative management team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court! The position is available in the St. Croix Division or St. Thomas/St. John Division of the Clerk's Office, with preference for the St. Croix Division, and has oversight over divisional offices on both St. Croix and St. Thomas. The type of appointment is of permanent status.

Position Overview:

The Chief Deputy Clerk II is a full-time second-in-command position for the unit executive, Clerk of Court. The position requires interaction with judges, lawyers and other senior officials, within and outside the Judiciary. The incumbent serves as a full vice to the unit executive with complete supervisory and management oversight of all personnel of the office including all supervisory and subordinate personnel.

The Chief Deputy Clerk reports directly to the Clerk of Court and assists the Clerk with supervision, planning, developing, and implementing office policies, procedures and programs, and managing the Court's operations. The ideal candidate would have extensive experience - or demonstrated potential for - promoting positive change; cultivating teamwork; directing, overseeing and coordinating operations in a court environment; leading by example; leading and developing personnel; building coalitions; and developing business acumen. The ideal candidate would also be results driven.

The Chief Deputy Clerk is principally responsible for effectively managing the following court support services: automation, case administration, courtroom services, intake, records management, training, statistical reporting, quality control, finance and budget management,

procurement, space and facilities, and human resources management. Direct reports include: two operations supervisors, the human resources specialist, financial supervisor, information and technology supervisor, and two court reporters. Work is performed in an office setting or at off-site meeting locations. Frequent travel is required.

Representative Duties:

- Serves as the Clerk's Office's expert and key advisor to senior officials and federal judiciary staff on operational and administrative policies and procedures.
- Facilitates the administration of the Court's operations, including information technology, space and facilities, security, jury administration, budget, procurement, human resources, audits, training, and planning.
- Ensures consistency and uniformity of operations, as appropriate, between the two Divisions of the Court.
- Provides the Clerk of Court and other Court personnel with expert guidance on judiciary policy including explanations of processes, timelines and potential consequences.
- Serves as a leadership resource for senior officials by formulating, recommending, implementing and evaluating organizational structure, policy and procedures.
- Assists with developing and executing strategic and long-range plans of the Clerk's Office and the Court.
- Directs positive change by providing leadership with early warning of areas of organizational concern, critical analysis of systemic needs for improvement and recommending modifications.
- Leads with a long-term view and builds a shared vision with others, guided by the Court's mission statement, while acting as a catalyst for positive organizational change and influencing others to translate vision into action.
- Prepares, justifies, and administers the Court's budget, while monitoring expenditures and using cost-benefit analysis to set priorities.
- Oversees procurement and contracting to achieve desired results. Evaluates service delivery (internal and external) with an eye toward continuous process and service improvements and makes recommendations to the Clerk of Court for implementation.
- Establishes and adjusts goals, schedules, priorities and deadlines for completion of office-wide work assignments and coordinates work schedules among subordinate units.
- Directs, supervises, coaches, develops, and fosters teamwork among operational and administrative personnel at geographically dispersed locations.
- Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policies and Procedures* and local internal policies and controls. Adheres to the [*Code of Conduct for Judicial Employees*](#).

- Demonstrates a commitment to promote justice and serve the public by ensuring that actions meet judicial and public needs and aligning organizational objectives and practices with judicial and public interests.
- Collaborates with various governmental agencies, other court units, the federal and local bar and members of the public on a variety of issues in support and furtherance of the mission of the Court.
- Coordinates executive level meetings and conferences such as employee and district conferences.
- Assumes the duties of the Clerk of Court in her absence.
- Performs other duties as assigned.

Operational Responsibilities:

- Provides leadership, management, and supervision for the operations of the Clerk's Office including the processing of cases, statistical reporting, case management, and serving as the custodian of official court records. Oversees operations and takes appropriate action to ensure effectiveness.
- Formulates objectives and priorities while supervising the clerical operations of the Clerk's Office. Implements plans consistent with the long-term interests of the organization, including the support of courtroom personnel and equipment.
- Directs the formulation, implementation, monitoring, and modification of organizational policy and court rules. Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policies and Procedures* and local internal policies and controls.
- Analyzes the overall processing of cases within the Court to ensure effective case assignment and proper case management. Develops insights to design new programs/processes while ensuring appropriate, standardized procedures throughout the District.
- Oversees the jury operations of the Court. Identifies and analyzes problems and makes recommendations to improve juror utilization and attendance.
- Responds promptly and effectively to judicial officer inquiries and requests, with thorough analysis of issues presented and with alternative solutions and recommendations, as appropriate.
- Interacts professionally with the Administrative Office of U.S. Courts, other federal courts, court units, the federal and local bar, government agencies, and the public.
- Prepares comprehensive memoranda, reports, and correspondence; drafts administrative orders, proposed procedures and local rules; completes complex projects and performs other duties as assigned by the Clerk of Court.
- Supervises preparation and submission of statistical reports relating to all cases filed, disposition of such cases, disposition of defendants in criminal cases, use of jurors, trials

and pre-trials conducted, naturalization petitions and other reports required to reflect the workload of the Court.

- Conducts special studies as directed and prepares statistical and narrative reports.
- Leads and directs annual and cyclical audits of the Court's functions.

Administrative Responsibilities:

- Establishes and adjusts schedules, priorities and deadlines for completion of work assignments and coordinates work schedules among subordinate units.
- Facilitates the development, implementation, and enforcement of policies and practices to secure staff and physical assets of the court unit, which may include oversight of: property management, training, emergency preparedness and disaster recovery activities, space and facilities' needs, security, and, acquiring additional resources as needed.
- Interacts with the Administrative Office, Federal Judicial Center, other federal courts, court units, the federal and local bar, government agencies, judges, media and the public to resolve complex issues of practice and procedure.
- Participates in and coordinates management team activities and chairs meetings.
- Collaborates with the IT Supervisor to determine present and future automation needs, anticipating trends in emerging technologies, and assists in developing long and short-term plans synthesizing Court needs with available technology and maximizing efficiency through improvements to existing automated systems.
- Assists with development of the budget and financial plan.
- Reviews and analyzes issues involving work performance and takes or recommends necessary actions.
- Recommends the selection of subordinate supervisors.
- Reviews and analyzes organizational structure, reporting relationships and functional assignment, striving to meet current and future organizational needs.
- Adapts and installs new or improved methods, systems, and procedures for assuring accuracy of accounts and for facilitating the receipt, deposit, and disbursement of monies processed through the office.
- Recommends personnel action concerning subordinate supervisors and evaluates their performance.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals, and processes.
- Provides methods and systems for maintaining time and attendance records, per diem reimbursements, and other matters affecting the compensation of personnel in the court system.

Qualifications and Experience:

The successful applicant must possess strong leadership and management capability, along with a high degree of integrity and adaptability. The successful applicant must be an excellent communicator (verbally and in writing), with the ability to work effectively in collaboration with others as well as the ability to establish and maintain extensive contacts within and outside the federal judiciary. He or she must also be capable of providing innovative solutions to workplace challenges and demonstrate strong analytical and project management abilities. The successful applicant must also have a performance history that demonstrates outstanding organizational and problem-solving skills, a strong work ethic, and the ability to exercise sound judgment. He or she must be capable of providing team-based leadership, adroitly resolving conflict, and responsibly administering legal, financial, human and other resources while maintaining a professional, harmonious, and supportive environment.

General Experience:

At least three (3) years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain:

- (a) a general knowledge of management practices and administrative processes,
- (b) skill in dealing with others in person-to-person work relationships, and
- (c) the ability to exercise mature judgment.

Specialized Experience:

At least three (3) (preferably six (6)) years of progressively responsible experience in administrative, supervisory, managerial, or professional work that provided the opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Educational Substitutions:

General Experience

Education above the high school level in accredited institutions may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equaling nine months of general experience.

Specialized Experience

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related fields, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration,

political science, criminal justice, law, management, or related field—or completion of a Juris Doctor (JD) degree may also be substituted for two years of specialized experience.

Preferred Qualifications:

Applicants with a Juris Doctorate or Master’s Degree in business, public administration, political science, criminal justice, management, or related fields are highly desirable. Eight (8) years of specialized professional experience managing operations, information technology, space and facilities, human resources, finance, budget, and procurement is also desirable.

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 favorable suitability determination, reference check, and a ten-year background investigation (which includes a Federal Bureau of Investigation (FBI) fingerprint check) with periodic updates every five years thereafter. 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 management and leadership philosophy and leadership accomplishments. Qualified applicants must also submit a resume detailing qualifications, skills and experience necessary to perform the duties of the position, specifying full-time or part-time experience and exact dates of employment. In addition, qualified applicants are also required to submit three (3) employment references from 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 Chief Deputy Clerk II Vacancy. Submissions that do not include all the requested documents in the requested format 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.**