



**District Court of the Virgin Islands
Vacancy Announcement
Career Opportunity Number: 2025-001**

**COURTROOM DEPUTY I
OVERVIEW:**

POSITION: Courtroom Deputy I

LOCATION: St. Croix, VI

POSTING DATE: January 13, 2025

CLOSING DATE: Open until filled, with preference given to applications received by January 31, 2025.

EMPLOYMENT TERMS: Permanent; full-time; excepted service

CLASSIFICATION: CL 26

SALARY RANGE – Table RUS:
\$53,839 - \$87,482 (based on experience plus Cost of Living Allowance currently set at 11.88%.)

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

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. Croix 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.

The Courtroom Deputy is responsible for managing the judge's caseload, calendaring, attending, and recording court proceedings and processing orders, in accordance with approved federal and local court procedures and rules. The Courtroom Deputy also provides assistance to chambers staff and Clerk's office staff with daily functions, as needed.

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 Courtroom Deputy I. Submissions that do not include all the requested documents will not be considered.

Representative Duties:

- Coordinate and attend court sessions and conferences.
- Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Ensure the proceeding is recorded using the automated audio recording system.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Assist the judge and parties in jury selection and maintain records of jury selection and attendance.
- Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Schedule court reporters and interpreters; process transcript request; arrange for transcriptions; answer questions from parties and the public on obtaining transcripts.
- Draft orders and judgments for the judge's approval including judgment and commitment orders.
- Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Review cases and reports for necessary actions and keep judges and staff informed of case progress.
- Ensure accurate statistical reporting pursuant to the statistical guidelines of the Administrative Office.
- Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- Performs other duties as assigned.

Qualifications and Experience:

To qualify for the Courtroom Deputy I position, the successful applicant must be a high school graduate, or equivalent, and have one (1) 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 a field of academic study such as criminal justice, sociology, human relations, or business or public administration is preferred. Prior judiciary experience is also preferred.

Required Competencies (Knowledge, Skills and Abilities):

Court Operations

Knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting requirements of case data. Knowledge of courtroom proceedings and applicable requirements (including time requirements). Knowledge of how cases are assigned. Knowledge of how cases proceed through the court system.

Knowledge of implications of judge's orders and decisions. Skilled in processing requests for transcripts of court proceedings. Skilled in creating detailed logs of proceedings and participants. Ability to record court proceedings electronically. Ability to understand and follow detailed instructions. Ability to administer oaths, manage exhibits, and call the calendar. Ability to take accurate notes and summarize the court proceedings. Ability to review filed documents to determine whether procedural requirements have been met.

Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines.

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

Skilled in the use of automated equipment including word processing applications, requisite court computer programs, and automated case management systems.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct jury orientations. 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 to handle and set up equipment in the courtroom.

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; and
- Employee Wellness Program.