



**District Court of the Virgin Islands
Vacancy Announcement
Career Opportunity Number: 2016-001**

Position: Courtroom Deputy I
Location: St. Croix Division, U.S. Virgin Islands
Salary: CL 26 (\$43,140– \$70,103) (based on experience; plus Cost-of-Living Allowance, currently at 13.70%)
Open: November 25, 2015
Close: Until Filled, with preference given to applications received by December 9, 2015

NOTE: Persons who previously applied for this position need not reapply.

A great opportunity is available 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 Courtroom Deputy to serve in the Division of St. Croix. The position is open to all qualified U.S. Citizens. The type of appointment is of permanent status.

Position Overview:

This position is located in the St. Croix Division of the Clerk's Office, District Court of the Virgin Islands, and reports to the Generalist Supervisor and/or Clerk of Court. 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.

The successful candidate will be responsible for providing a full range of courtroom activities, which may include any or all of the following duties and responsibilities:

Representative Duties:

- Records court proceedings. Attends court sessions and conferences. Assists the judge as needed and assists with the orderly flow of proceedings including setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings, rulings and notices, and prepares and files minute sheets. Swears in witnesses and interpreters, as well as other parties, before the court. Manages and organizes exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Processes transcript requests, arranges for transcriptions, and answers questions from parties and the public regarding obtaining transcripts. Arranges and facilitates teleconferences and videoconference proceedings.

- Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. Enters documents and/or events in automated system according to court policy. Reviews reports for necessary actions. Answers inquiries on case status, ensuring confidentiality of any sensitive information. Keeps judge and chambers staff informed of case progress for proceedings. Ensures compliance with Speedy Trial Act.
- Ensures jury clerk is aware of upcoming trials, need for jurors and any special requirements. Assists the judge and parties in jury selection and attends to the needs of jurors. Acts as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintains contact with counsel during deliberations.
- Provides basic information to public, bar, fellow personnel and the court. Assists attorneys and the public by telephone and in-person, providing information regarding case status, archive information, and CM/ECF instruction. Provides training or assistance to employees performing case administration duties.
- Collects appropriate fees, processes receipts. Issues summons, subpoenas, and writs. Routes documents to proper offices/persons after acceptance.
- Prepares correspondence and distributes documents, notices, judgments and orders. Dockets orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Drafts orders and judgments for the judge's approval. Assists in the accurate statistical reporting requirements of the Administrative Office.
- Participates in on-going training and professional development activities. Participates in work groups that focus on system and operational efficiencies and improvements. Serves as backup to Judicial Assistant, other courtroom deputies, and Clerk's office staff, as needed.
- Performs other duties as assigned.

To qualify at level CL 26:

General Experience:

Progressively responsible professional administrative, 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.

The candidate must also have excellent interpersonal skills and oral and written communication skills, be organized and detail-oriented, and have the ability to manage several priorities at one time.

Educational Requirements:

High School graduation or equivalent and two years general experience in addition to one year of specialized experience equivalent to work at the CL 25 level.

Specialized Experience:

Progressively responsible administrative experience requiring the regular and recurring application of complex 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. Outside of court system, such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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 courtroom deputy positions require hands-on experience to be credited as specialized experience.

Qualifications Required:

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. Skill in processing requests for transcripts of court proceedings. Skill 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. Skill in determining appropriate course of action for disposition of cases. Skill in checking for prohibited filings and unpaid fees on prior filings. Skill in entering case information into database. Ability to be flexible and adapt to an ever changing work environment.

Judgment and Ethics

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.

Written and Oral Communication/Interaction

Skill in spelling, grammar and proofreading. Skill and accuracy in data entry and performing numerical calculations. Ability to communicate effectively (orally and in writing) to individuals to provide information and advise of filing errors and methods for correction. Ability to communicate with parties and answer procedural questions without providing legal advice. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying

with regulations, rules and procedures. Ability to interact tactfully with a wide variety of people and work well within a team.

Information Technology and Automation

Skill in typing and use of word processing equipment. Ability to use general office equipment. Skill in using various automated systems and applications. Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation. i.e. Microsoft Word, Microsoft Excel and other computer skills. Skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skill in using a multi-line telephone efficiently and in a timely manner. Skill and accuracy in use of automated systems to review dockets and documents. Knowledge of court computer programs. Ability to use automated cash registers. Skill in using automated case management systems.

Work Environment and Physical Demands

Work is usually performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Some lifting of equipment and records is required. Some intra-district travel may be required.

Court Preferred Experience:

A Bachelor's Degree from an accredited institution and prior judiciary experience are preferred.

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. 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.

Application Procedure:

Qualified applicants should submit a resume, detailed cover letter and an [Application for Judicial Branch Employment \(AO 78\)](#) to the address listed below. Please indicate full-time or part-time experience and exact dates of employment.

Attention: Courtroom Deputy I Vacancy
Clerk of Court
District Court of the Virgin Islands
5500 Veterans Drive, Room 310
St. Thomas, U.S. Virgin Islands 00802-6424

or via email to viclerk@vid.uscourts.gov

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