



## **District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2020-003**

**Position:** Courtroom Deputy I  
**Location:** St. Croix Division, U.S. Virgin Islands  
**Salary:** CL 26 (\$46,600 – \$75,750) (based on experience; plus Cost-of-Living Allowance, currently at 12.62%)  
**Open:** September 14, 2020  
**Close:** Until Filled, with preference given to applications received by September 25, 2020

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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 I 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 Clerk of Court, through the Generalist Supervisor and Chief Deputy Clerk II. 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 I 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:**

- Attends court sessions and conferences. Records court proceedings. 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. Administers the oath to 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 teleconference 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 action. Answers inquiries on case status, ensuring confidentiality of any sensitive information. Keeps judge and chambers staff informed of case progress for proceedings.

- 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, attorneys, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintains contact with counsel during jury deliberations.
- Provides basic information to the public, attorneys, 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 law offices and employees performing case administration duties.
- Collects appropriate fees and processes receipts. Issues summons, subpoenas, and writs. Routes documents to proper offices and individuals after processing.
- Prepares correspondence and distributes documents, notices, judgments and orders. Dockets orders, pleadings, judgments, and minute entries as directed by 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 of U.S. Courts.
- 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 the Career Law Clerk, 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 the judiciary, 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. 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. Skilled in determining appropriate course of action for disposition of cases. Skilled in the review of filings for prohibited filings and unpaid fees. Skilled in entering case information into database. Ability to be flexible and adapt to a 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**

Skilled in spelling, grammar and proofreading. Skilled in data entry and performing numerical calculations with accuracy. Ability to communicate effectively (orally and in writing) to individuals both within and outside of the judiciary. The ability 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**

Skilled in typing and use of word processing equipment. Skilled in using multi-line telephone systems efficiently and in a timely manner. Skilled in the use of automated systems to review docket entries and documentation. Skilled in using other automated systems and applications, including automated cash register systems. 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. Knowledge of court computer programs.

## **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 Veteran's Drive, Room 310  
St. Thomas, U.S. Virgin Islands 00802-6424

or via email to [viclerk@vid.uscourts.gov](mailto:viclerk@vid.uscourts.gov)

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