



District Court of the Virgin Islands Vacancy Announcement Career Opportunity Number: 2023-003

Position: Temporary Generalist Clerk

Location: St. Croix and St. Thomas/St. John Division

Salary: CL 23 (\$37,357 - \$60,703)

*(plus Cost-of-Living Allowance, currently at 12.25%)

Open: May 12, 2023

Close: Open until filled, *first preference given to applicants who apply by May 19, 2023*

***Employment Term:** It is expected that the selected candidate will serve for four months.

The District Court of the Virgin Islands is currently accepting applications for the position of Generalist clerk in both the St. Croix and St. Thomas/St. John Division. The position is open to all qualified U.S. Citizens. The type of appointment is of temporary status on a full-time basis.

Position Overview:

The position is available in the St. Croix and St. Thomas/St. John Division of the Clerk's Office and reports to the Clerk of Court, through the Generalist Supervisor and Chief Deputy Clerk II. The Generalist clerk performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The Generalist Clerk assists with records and reproduction and/or case initiation. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and collecting court fees.

Representative Duties:

- Scan, copy, file, and process incoming pleadings. Receives and stamps incoming documents.
- Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance.
- Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases.
- Act as receptionist and provide information to a wide variety of people within and outside the court.
- Assist in entering certain types of documents and proceedings on the docket and create and/or update certain mailing lists.
- Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner.

- Retrieve files and make copies of records for court personnel, attorneys, and others.
- Assist in the preparation and shipping of records to the appropriate Federal Records Center and retrieve records from centers when needed.
- Adhere to the Guide to Judiciary Policies and Procedures and Code of Conduct for Judicial Employees.
- Adhere to the court unit's internal control procedures and Standard Operating Procedures.
- Perform other duties as assigned.

Qualifications and Experience:

To qualify for the Generalist Clerk position, the successful applicant must be a high school graduate or equivalent and must have two years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire the particular knowledge and skills needed to perform the position's duties.

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.

Required Competencies (Knowledge, Skills, and Abilities):

Court Operations

Skill in referring/routing telephone calls and visitors to the appropriate department or courtroom. Skill in filing and knowledge of filing requirements. Skill in organizing own work. Skill in data entry. Ability to file, extract, and re-file documents accurately and appropriately. Ability to learn and apply the court's policies, rules, procedures, practices, and guidelines related to case administration. Ability to learn court operations and legal terminology. Ability to answer inquiries and direct questions to the appropriate parties. Ability to understand established procedures for public access to court files. Ability to recognize basic documents to ensure proper distribution and processing.

Judgment and Ethics

Ability to comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) with individuals of diverse backgrounds to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work well within a team.

Information Technology

Knowledge and skill in the use of software and keyboarding for data entry, email, and report generation. 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.

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 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. 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 administrative and professional accomplishments. Qualified applicants must also submit a resume detailing qualifications, skills, and experience necessary to perform the duties of the position. In addition, qualified applicants are also required to list three (3) employment references of with contact information, along with a completed [*Application for Judicial Branch Employment \(AO 78\)*](#). Please indicate full-time or part-time experience and exact dates of employment.

Application Procedure:

Include all required documents in one pdf file and email to viclerk@vid.uscourts.gov. The subject line should state *Generalist Clerk* and the divisional office you are applying to (*St. Croix or St. Thomas*). Submissions that do not include all the requested documents in the requested format will not be considered.

Interviews may occur via Microsoft Teams. 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.**

