



District Court of the Virgin Islands

WEBSITE: VID.USCOURTS.GOV
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“The mission of the District Court of the Virgin Islands is to be a leader in serving the people of our community by providing impartial, cost-effective, timely and accessible administration of justice to all; and by treating all persons with integrity, fairness and respect.”

CONDITIONS OF EMPLOYMENT:

U.S. Citizen or eligible to work in the United States.

Required to use Electronic Fund Transfer for payroll.

The District Court of the Virgin Islands requires employees to adhere to a Code of Conduct for Judicial Employees

Equal Opportunity Employer

Career Opportunity Number: 2026-002

POSITION TITLE: Generalist Clerk
POSITION LOCATION: St. Thomas, VI
OPENING DATE: March 27, 2026
CLOSING DATE: Open until filled with preference given to applications received by April 10, 2026.
JOB CLASSIFICATION/GRADE: CL 24
SALARY RANGE: \$44,701- \$72,654 plus Cost-of-Living Allowance currently set at 11.88%

POSITION OVERVIEW

This position is located in the 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 maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The position involves providing relief assistance for district judge and magistrate judge courtroom deputies, quality control, docketing, processing mail, cashier and jury duties.

Employment 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.

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.

HOW TO APPLY

Email the following in a single PDF file to viclerk@vid.uscourts.gov:

- (1) Cover Letter
- (2) Resume
- (3) [Judicial Branch Application](#)
- (4) Three (3) employment references of past supervisors (with contact information)

Please include the vacancy number of the position in the subject line of the email.

BENEFITS

The Court is a qualifying employer for Public Service Loan Forgiveness, along with available:

- Health, Dental, Vision, and Life Insurance;
- Vacation, Sick Leave, and Holidays;
- Retirement (FERS);
- Thrift Savings Plan ;
- Flexible Spending Accounts for healthcare and dependent care;
- Employee Assistance Program (EAP)/Work Life Services;
- Workers’ Compensation Program; and Employee Wellness Program.

REPRESENTATIVE DUTIES:

- Receive, scan, stamp, classify, and maintain incoming pleadings, correspondence, and case-related mail in accordance with court filing procedures.
- Utilize the court's CM/ECF automated system to timely and accurately docket documents, orders, and judgments in accordance with specified docketing procedures.
- Perform quality control on all electronically filed civil and criminal documents using system generated reports to ensure compliance with federal and local rules, practices, and filing requirements.
- Verify the statistical opening information in the court's automated system for accurately reporting cases to the Administrative Office of U.S. Courts.
- Check for prior or prohibited filing. Monitor for release of exhibits and sealed documents.
- Issue summonses for complaints, issue arrest warrants and summonses in criminal cases, process writs and other legal directives pursuant to established policies and procedures.
- Electronically transfer civil cases to other district courts, transmitting records as necessary.
- Process notices of appeal and appeal-related documents.
- Retrieve case files and reproduce records for court personnel, attorneys, and the public using automated records management equipment.
- Inform customers of required fees. Receive payments and issue receipts.
- Reconcile receipts and post them to the appropriate fund/case account.
- Prepare and ship records to or retrieve records from the appropriate Federal Records Center.
- Prepare correspondence regarding file inquires, docket sheets, and other file request information.
- Assist chambers staff with case administration and resolving issues.
- Provide training or assistance to employees performing case administration duties.
- Conduct petit juror orientation and check jurors electronically on the Court's Jury Management System (JMS).
- Perform relief courtroom duties for courtroom deputies for District and Magistrate Judges. Coverage assignments will be for more than one judge.
- Provide customer service and resolve operational difficulties while complying with applicable regulations, rules, and procedures. Assist with answering procedural questions for judges, staff, attorneys, and the public.
- Foster effective and collaborative internal and external working relationships to support court operations and teamwork across units.
- Manage confidential and sensitive information appropriately in accordance with Judiciary policies and the Code of Conduct for Judicial Employees.
- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements; demonstrate sound ethics and good judgment at all times.
- Perform other duties as assigned.

QUALIFICATIONS – EDUCATION & EXPERIENCE:

To qualify for the Generalist Clerk position, the successful applicant must be a high school graduate or equivalent and must have one 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, 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.

ADDITIONAL INFORMATION:

Preferred Skills

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, or related field and/or completion of a paralegal certificate is highly preferred; prior experience with a federal or state court and/or familiarity with electronic case filing, especially the court's automated system, is highly preferred.

Required Competencies (Knowledge, Skills and Abilities)

Court Operations

Knowledge of local court rules, practices, procedures, and forms. Knowledge of purpose and format of legal documents. Knowledge of where to distribute documents. Knowledge of how to process, issue, and certify documents. Knowledge of procedures for public access to court files. Knowledge of mailing options and requirements. Knowledge of legal terminology. Knowledge of basic documents (i.e., pleadings, correspondence, transcripts, etc.). Skill in making docket entries. Skill in checking for prohibited filings and unpaid fees on prior filings. Skill in mathematics. Ability to verify attorney admission.

Complexity and Decision Making

Generalist Clerks maintain filing systems, initiate cases, and retrieve and review incoming court documents. Work processes are well defined but take some time to learn. The most complex aspects of the job involve tasks related to the comparison or compilation of data, or the ability to avoid errors while processing large numbers of items during customer service distractions and interruptions. Decisions are based on well-defined standard procedures and work policies and are related primarily to whether material being considered meets the standards of acceptance for filing. Incumbents distribute documents, notify individuals, answer questions, and use discretion with regard to what information is shared with whom.

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

The position requires experience in a wide-range of computer applications, i.e. Microsoft Word, Microsoft Excel, Adobe, and other computer applications. Skill in typing. Skill in using a cash register. Knowledge of requisite court computer programs. Skill in using automated systems and equipment to review dockets and documents.

Written and Oral Communication/Interaction

Excellent interpersonal skills with the ability to interact tactfully and professionally with a wide variety of people. Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and advise of filing errors. 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.