



## DISTRICT COURT OF THE VIRGIN ISLANDS

Ron De Lugo Federal Building and Courthouse  
5500 Veterans Drive  
St. Thomas, U.S. Virgin Islands 00802-6424

### Career Opportunity Number: 2023-002

#### VACANCY ANNOUNCEMENT

- Position:** Paralegal or Judicial Assistant to Chief Judge Robert A. Molloy
- Location:** St. Thomas, U.S. Virgin Islands
- Annual Salary Range:** JSP 7/1 to JSP 11/10 (\$46,696 - \$89,835)  
\*(plus Cost-of-Living Allowance, currently at 12.25%)
- Closing Date:** Open Until Filled (*with first preference given to applicants who apply by April 28, 2023*)

#### Position Overview:

The Honorable Judge Robert A. Molloy is seeking a judicial assistant or paralegal to provide administrative and law-related support to the judge and law clerks. This position reports directly to Chief Judge Molloy. The successful candidate must be professional, organized, proficient in writing and editing, and able to work collegially in a small office.

#### Representative Duties:

- Perform administrative duties using computer applications to prepare documents and correspondence. Receive, screen, and answer phone calls. Receive and assist visitors. Respond to basic questions related to the status and scheduling of cases.
- Review legal documents as assigned by the judge for completeness and accuracy. Conduct legal research using source material or the internet.
- Serve as chambers liaison to the general public and internal and external agencies such as the Administrative Office of U.S. Courts, Office of the United States' Attorney, U.S. Marshal's Office, Office of the Federal Public Defender and the U.S. General Services Administration.
- Proofread legal drafts for completeness and accuracy. Check legal citations for accuracy using legal research tools. Search court records and briefs to verify facts and quotes.
- Arrange and manage the judge's calendar and travel logistics. Monitor deadlines, prioritize tasks, and occasionally determine a need for action by the judge. Monitor caseload, organize filings and correspondence related to cases, log motions and other actions.
- Maintain and update law libraries within Chambers. Maintain chambers information

storage and filing systems (electronic and paper) for case filings, correspondence, publications and other documents. Maintain the recusal list, and financial disclosure report for the judge.

- File orders, notices, and opinions in the court's electronic filing system. Create and update templates and standard documents for orders, motions, and other related documents. Make travel arrangements and prepare travel vouchers for reimbursement purposes.
- Perform a wide variety of special projects at the request of the judge which may include event planning or related tasks.

### **Qualifications:**

To qualify for the Judicial Assistant, the successful applicant must be a high school graduate or equivalent and must have two years of general experience and two years specialized. General experience is progressively responsible general clerical or secretarial experience, and specialized experience is progressively responsible secretarial experience that involved responsibility as a principal office assistant to a supervisor who was dealing with law-related matters.

To qualify for the Paralegal position, a Bachelor's degree from an accredited college or university or a paralegal certificate from an accredited paralegal program is required.

### **Required Competencies (Knowledge, Skills and Abilities):**

#### **Chambers Management**

Knowledge of federal and local court administrative rules and protocols. Knowledge of legal terminology. Knowledge of automated case management systems. Skill in managing, scheduling, and interpreting court calendar. Skill in planning and scheduling events.

#### **Written and Oral Communication/Interaction**

Skill in writing and editing legal documents with considerable accuracy, speed, and attention to detail. Skill in grammar, style, and use of the English language, including the use of proper legal citations. (b) Ability to interact effectively and to maintain cooperative relationships with judges, chambers staff, and other court personnel, in order to support the work of a judge. Ability to communicate effectively with attorneys, parties, and jurors, as needed in order to provide or obtain information. (c) Ability to synthesize the results of research, and to summarize and communicate those results (orally and in writing) in a clear and concise manner.

#### **Information Technology and Automation**

Skill in the use of automated equipment and software including spreadsheet and database applications, as well as automated case management systems, legal research tools, and various other applications that support the court. Ability to conduct research of legal and/or non-legal materials on the internet and intranet.

## **Benefits:**

A generous benefits package is available to full-time permanent employees which may include:

- 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; and
- 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. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

## **Application Procedure:**

Qualified applicants must submit a resume, detailed cover letter, educational credentials, and an [Application for Judicial Branch Employment \(AO 78\)](#) to the email address listed below. Please indicate full-time or part-time experience and exact dates of employment. Include all required documents in pdf format, in **one** document, via email to [viclerk@vid.uscourts.gov](mailto:viclerk@vid.uscourts.gov). Submissions that do not include all the requested documents will not be considered.

Interviews may occur via Microsoft Teams. Participation in the interview process will be at the applicant’s own expense. 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 IS AN EQUAL OPPORTUNITY EMPLOYER**