



**District Court of the Virgin Islands  
Vacancy Announcement  
Career Opportunity Number: 2025-003**

**JURY CLERK  
OVERVIEW:**

**POSITION:** Jury Clerk

**LOCATION:** St. Croix, VI

**VACANCIES:** 1

**POSTING DATE:** June 13, 2025

**CLOSING DATE:** Open until filled, with preference given to applications received by June 27, 2025.

**EMPLOYMENT TERMS:** Permanent; full-time; excepted service

**CLASSIFICATION:** CL24

**SALARY RANGE – Table RUS:**  
\$44,259 - \$71,932 (based on experience plus Cost of Living Allowance currently set at 11.88%.)

**CONDITIONS OF EMPLOYMENT:**  
U.S. Citizen or eligible to work in the United States.

Required to use Electronic Fund Transfer for payroll.

Provisional and contingent upon successful completion of a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check.

A great opportunity is available to join the dynamic team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court!

This position is located in the St. Croix Division of the Clerk's Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Clerk of Court, through the Generalist Supervisor and Chief Deputy Clerk II.

The incumbent will be responsible for performing administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent will ensure the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and make determinations as to juror attendance. Jury Clerks provide assistance and support to higher-level positions; process notices, enter data, provide customer service, prepare mail, conduct jury orientation, and may include any or all of the following duties and responsibilities.

**HOW TO APPLY**

Qualified applicants should submit a letter of interest demonstrating the applicant's administrative and professional accomplishments; a resume detailing all relevant experience, education, and skills; three (3) employment references of past supervisors with contact information, along with a completed [Application for Judicial Branch Employment \(AO 78\)](#).

Include all required documents in one pdf file and email to [viclerk@vid.uscourts.gov](mailto:viclerk@vid.uscourts.gov). The subject line should state **Jury Clerk**. Submissions that do not include all the requested documents will not be considered.

### **Representative Duties:**

- Perform duties relating to master wheel refill and grand and petite jury selection.
- Monitor and record the jury questionnaire process, juror attendance and selection.
- Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms.
- Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors.
- Process returned summons (including data entry).
- Prepare juror excuse orders.
- Prepare monthly reports and AO 12 report.
- Operates the court's JMS and e-juror component of JMS and other automated systems.
- Maintain and update the inbound and outbound telephone calls through the use of an interactive voice response system for summoned jurors.
- Maintain and update demographic and other information on juror candidates.
- Process responses to jury qualification questions by following legal guidelines, keep detailed notes in the jury software system, check quality of data and correcting where necessary.
- Orient and assist jurors in the courthouse for trial or grand jury selection and provide ongoing support to those selected for service.
- Maintain accurate inventory of jury supplies.
- Coordinate vendors for juror services such as meals and snacks and prepare RFP's
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Serve as back-up Courtroom Deputy.
- Performs other duties as assigned.

### **Qualifications and Experience:**

To qualify for the Jury Clerk position, the successful applicant must be a high school graduate, or equivalent, and have one (1) 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, or 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.

### **Court Preferred Skills/Experience:**

A Bachelor's degree from an accredited college or university in a field of academic study such as business or public administration is preferred. Prior judiciary experience is also preferred.

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

#### **Court Operations**

Knowledge of the terms and processes used for court calendars and dockets.

Skill in preparing documents, compiling data, and preparing statistical reports using the applicable software and databases.

Knowledge of local jury plan, administrative directives, and other policies and procedures on the administration of jury panels, as well as the rights and responsibilities of jurors.

#### **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**

Skill in entering and checking data into a computerized database. Ability to use office machines needed to prepare and process summons notices and correspondence.

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

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct jury orientations, including speaking before groups of jurors.

Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures on jury administration.

Ability to work well with others.

#### **Work Environment and Physical Demands**

Work is performed in an office setting. Some lifting is required.

### **Benefits:**

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

- 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;
- Eligible for private long term disability plan options
- Employee Assistance Program (EAP)/Work Life Services;
- Workers' Compensation Program; and
- Employee Wellness Program.

**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.**

**Equal Opportunity Employer**