



District Court of the Virgin Islands Notice of Opportunity 2018-002

Position: Law Intern
Location: St. Croix Division, U.S. Virgin Islands
Salary: UNPAID
Open: February 14, 2018
Close: March 7, 2018

Position Overview:

The District Court of the Virgin Islands is accepting applications for the position of Law Intern (unpaid). This position is located in the Chambers of Chief Judge Wilma A. Lewis, Division of St. Croix. Work hours will be established in accordance with office needs.

Representative Duties:

- The position will involve research and writing on a wide range of civil and criminal issues that arise in district court;
- The successful candidate – consistent with his/her level and abilities – will review pleadings, prepare bench memos, draft opinions and orders, and perform other duties as assigned that relate to conducting business in Chambers;
- The successful candidate will have opportunities to attend courtroom proceedings and chambers conferences.

Preferred Skills/Experience:

The successful candidate should:

- be a law student or law school graduate with a strong academic record, and excellent research and analytical skills;
- have the ability to communicate effectively both verbally and in writing;

- have the ability to conduct computer-assisted legal research and word processing;
- have excellent interpersonal and organizational skills, including the ability to manage multiple tasks;
- have excellent proofreading and legal citation skills.

Term:

A minimum of eight weeks during the summer months.

Conditions of Employment:

The successful applicant is subject to a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check. Retention depends upon a favorable suitability determination. Applicants are responsible for their own travel expenses.

Application Procedure:

Qualified applicants should submit a cover letter, resume, law school transcript, writing sample, and two references.

Attention: Law Intern
Chambers of Hon. Wilma A. Lewis
District Court of the Virgin Islands
3013 Estate Golden Rock
Christiansted, Virgin Islands 00820
ATTN: Robin D. Barovick, Esquire

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