



District Court of the Virgin Islands

WEBSITE: VID.USCOURTS.GOV
PHONE: (340) 774-0640

“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: 2026-003

POSITION TITLE: Paralegal or Judicial Assistant to District Judge

POSITION LOCATION: St. Thomas, VI

OPENING DATE: May 28, 2026

CLOSING DATE: June 12, 2026.

JOB CLASSIFICATION/GRADE: JSP 7/1 to JSP 11/10 *depending upon experience and/or qualifications*

SALARY RANGE: \$50,460 - \$97,087 plus Cost-of-Living Allowance currently set at 11.88%

POSITION OVERVIEW

The District Court of the Virgin Islands 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 the assigned District Judge. The successful candidate must be professional, organized, proficient in writing and editing, and able to work collegially in a small office.

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.

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 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) Educational Credentials

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:

- 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.
- 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.
- 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.
- 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.
- Review daily reports (electronic and paper) to identify new filings.
- Screen cases for potential conflict.
- 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.
- Arrange meetings and conference agendas.
- Maintain office supplies and inventory of property assigned to chambers. Place calls for repair of office equipment.
- Coordinate the assignments of chambers staff. Distribute information and assignments to law clerks or other personnel.
- Provide orientation and training to law clerks and other personnel regarding judge's style and preferences and court administrative protocols.
- Maintain and certify time, attendance, and leave records for chambers staff. Provide assistance on automated systems and software for chambers staff.
- Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
- Perform a wide variety of special projects at the request of the judge which may include event planning or related tasks.

QUALIFICATIONS – EDUCATION & EXPERIENCE:

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.

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 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.

Work Environment and Physical Demands

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