



District Court of the Virgin Islands

Vacancy Announcement

Career Opportunity Number: 2019-002

Position: Records Management Clerk

Location: St. Croix Division, U.S. Virgin Islands

Terms of Employment: Full-time – Temporary – not to exceed 90 days

Salary: \$13.00 per hour (plus Cost-of-Living Allowance, currently at 12.80%)

Open: June 20, 2019

Close: Open until filled, *with first preference given to applicants who apply by July 5, 2019.*

Position Overview :

This position is located in the Clerk's Office of the District Court of the Virgin Islands St. Croix Division, under the direction and supervision of the Generalist Supervisor.

The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the District Court. The incumbent must be familiar with all canons of the Code of Conduct for Judiciary Employees and local and national confidentiality policies. The Records Management Clerk provides support for various clerical functions, including but not limited to, filing, file retrieval, and file preparation for relocation.

Representative Duties:

- Record case files and arrange case files in boxes and file room shelves while maintaining the integrity of the filing system.
- Quality-check all packed boxes to ensure each has been correctly identified and organized in the electronic filing system.
- Assist with shipment of files to appropriate Federal Records Center.
- Provide regular feedback regarding record status, and direct any questions or concerns to supervisor. Assist with updating written file room procedures as directed by supervisor.

- Maintain workflow, neatness, and safety of the file room.
- Maintain office logs for tracking of court documents. Record case files data in established databases and other electronic files. Create and/or modify documents as required.
- Locate and route requested records and files.
- Provide other file room services to staff.
- Perform backup clerical duties, including mail sorting, filing, photocopying, faxing, and document delivery, as required.
- Perform other related duties as assigned.

Minimum Qualifications:

A high school graduation or equivalent is required. The successful candidate must also have excellent interpersonal skills and oral and written communication skills, be organized, and detail-oriented. Skill in filing and knowledge of filing requirements. Knowledge and skill in the use of software and keyboarding for data entry, email and report generation. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask. Skill in organizing own work. Ability to learn and apply the court's policies, procedures, practices, and guidelines related to records management. Ability to learn court operations and applicable legal terminology. Ability to understand established procedures for public access to court files. Ability to learn records management and general court roles and responsibilities.

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Primary Job Focus and Scope

The primary focus of the job is to manage the case file records of the Court ensuring a systematic flow of documents and case files throughout the organization and other agencies. It is important to have a timely and effective document routing system to meet deadlines. Prompt and efficient filing is essential to keep the file room organized, to maintain a safe and clean work environment, and to ensure timely location and retrieval of court files in order to process the work of the unit and the court.

Work Environment and Physical Demands

Work is performed in an office setting. Lifting boxes and shifting and maintenance of court files; involves moderate to heavy physical activity.

Benefits:

Temporary employees are entitled to certain benefits depending on duration of appointment which may include:

- Paid holidays
- Paid annual leave in the amount of 4 hours per year
- Paid sick leave in the amount of 4 hours per year
- Optional participation in choice of Federal Employees Health Benefits

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States.

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 check, 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.

Application Procedure:

Qualified applicants should submit a resume, detailed cover letter and an [Application for Judicial Branch Employment \(AO 78\)](#) to viclerk@vid.uscourts.gov. Include all required documents in pdf format, preferably in one document. Submissions that do not include all the requested documents in the requested format will not be considered.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. 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.

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