



DISTRICT COURT OF THE VIRGIN ISLANDS

TERM LAW CLERK TO

CHIEF JUDGE ROBERT A. MOLLOY

ANNOUNCEMENT NUMBER

2023-006

ANNOUNCEMENT DATE

September 8, 2023

CLOSING DATE

Open until filled, with preference given to applications received by October 31, 2023.

POSITION OVERVIEW

The Honorable Robert A. Molloy, Chief Judge of the District Court of the Virgin Islands, St. Thomas Division, is seeking a Term Law Clerk beginning **mid-August 2024**. The Term Clerk will work with one Career Law Clerk and a Judicial Assistant in chambers. The Court has an active criminal and civil docket. At times, the cases present novel or complex issues of law. Managing the workload requires organizational skills, great attention to detail, and well-developed research, writing, and analytical skills. Despite a busy docket, the office environment is personable and offers daily interaction with the judge and other law clerks.

REPRESENTATIVE DUTIES

Duties include, but are not limited to, preparing bench memoranda, orders, correspondence, and draft opinions for the Judge's consideration; reviewing dockets of pending litigation and monitoring case progress; providing information to the Judge in connection with pending litigation; proofreading orders and opinions; preparing pre-hearing/trial case summaries; performing legal research; and assisting the Judge during courtroom proceedings. A Law Clerk is also responsible for performing some clerical /administrative duties.

QUALIFICATIONS

To qualify for this position, applicants must be a law school graduate at the time of appointment and demonstrate one or more of the following accomplishments or proficiencies:

- Academic standing within the upper third of the law school class from a law school accredited by the American Bar Association;
- Experience on the law review or moot court; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

JOB REQUIREMENTS

Applicants must:

- Have great analytical, research, and writing skills;
- Be proficient in reading, analyzing, and interpreting statutes and procedural rules;
- Be able to work well both independently and as a member of a team;
- Be able to research using Westlaw and Lexis and to use Word or comparable products, including the ability to compose legal memoranda, decisions, and orders using those products;
- Be able to quickly analyze and resolve complex legal issues;
- Be able to verbally present and debate legal issues and conclusions in a small group setting;
- Have knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting of case data. Knowledge of courtroom proceedings, applicable requirements, and the judicial system;

- Have knowledge of implications of judge's orders and decisions. Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines. Ability to be flexible and adapt to a changing work environment; and
- Have knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

SALARY RANGE

JSP 11-13 (\$69,107 – \$128,043) (based on experience; qualifications, and prior federal employment, plus Cost-of-Living Allowance, currently at 12.25%.

BENEFITS

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

- A minimum of 11 paid holidays;
- Optional participation in choice of Federal Employees Health Benefits;
- Optional participation in Federal Employees Group Life Insurance;
- Optional participation in the Flexible Benefits Program; and
- Telework opportunities.

INFORMATION FOR APPLICANTS

Qualified applicants should submit the following:

- A detailed cover letter;
- A current resume;
- Law School transcript;
- A minimum of three professional recommendations. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked;
- A writing sample that substantially reflects the applicant's independent work product, no longer than 15 pages; and
- A completed [AO78](#), Application for Employment, including full-time or part-time experience and exact dates of employment.

Include all required documents in pdf format, in one document, via email to:

Molloy_chambers@vid.uscourts.gov or via U.S. mail to:

Chief Judge Molloy
 Clerk's Office, Room 310
 Ron de Lugo Federal Bldg.
 5500 Veterans Drive
 St. Thomas, VI 00802

Please indicate full-time or part-time experience and exact dates of employment on the AO 78 and resume. Due to the anticipated volume of applications, only candidates that are invited for interviews will be contacted.

Applicants must be United States 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.

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