

# JUDICIARY OF THE U. S. VIRGIN ISLANDS



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## COURT CLERK II INTERNAL/EXTERNAL OPPORTUNITY

<b>Location:</b>	St. Croix District
<b>Division:</b>	Clerk's Office
<b>Number of Vacancies:</b>	1
<b>Promotion Potential:</b>	Yes
<b>Salary:</b>	\$16.19 - \$18.77 per hour
<b>Requirements:</b>	Graduation from an approved high school or vocational school and experience (six months to two years) as a Court Clerk I or in the legal field or (two to five years) office support or clerical experience. Preference is given for an Associate's degree in business or related field or related training and for court-specific or legal experience.
<b>Required Documents:</b>	Cover letter, Employment Application, resume and other relevant documents. <b>(Applicants must use the NEOGOV portal to apply. In person submissions will not be accepted.)</b>
<b>Opened:</b>	Tuesday, September 19, 2023
<b>Closes:</b>	<b>OPEN UNTIL FILLED; CONTINUOUS RECRUITMENT</b>
<b>LINK TO APPLY:</b>	<a href="#">Apply Here</a>

### Nature of Work

This is advanced court clerical work in a division of the Superior Court. Work may be performed in civil, small claims, family, jury trial division, traffic, or criminal non-jury.

Work may involve responsibility for a specific area of court case processing or for performing a variety of advanced clerical functions, which requires the application of independent judgment and the interpretation of routine policies and procedures based on training and knowledge gained through experience on the job. Advice and assistance will normally be provided as needed by a higher level court clerk or other supervisor but most functions will be performed with a minimum of checking or other supervision. Positions in this class are distinguished from Court Clerk I by the degree of independence and responsibility exercised and the variety of work tasks assigned. Work may include and/or require the ability to perform lower level Court Clerk I duties. Work is reviewed by a supervisor through observation of operations and on the basis of results achieved.

**Essential Functions** *(Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)*

- Performs the full scope of varied procedural court clerical work involved in case processing manually or on the computer system from recording initial case filings to case terminations and all case action occurring between in the areas of traffic, criminal, civil, family, small claims or jury trial division.
- Receives petitions of court orders from attorneys, issues fee slips, date stamps petitions; assigns case numbers, prepares file folders and fee sheet; issues all summons required.
- Assists the public in filing cases; assists the public on the telephone or at a counter.
- Reviews legal documents for completeness, adequacy, accuracy and compliance with rules; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to superiors.
- Determines proper routing of complaints, petitions, and other filings; notifies parties.
- Types and issues summons, notices, subpoenas, warrants, property bonds, and similar processes; computes applicable dates for service and return of service, affixes court seal and authenticates documents.
- Types notice of entry sheet or return of service, certifies, seals copies, and distributes for service.
- Types and routes writs of executions and garnishments and sends to marshal; prepares lien documents.
- May perform financial duties such as receiving fees and issuing fee slips in limited circumstances.
- Types or generates from the computer, notices, subpoenas, summons, index and disposition cards, executions, levy forms, petitions, affidavits, correspondence, court calendars, orders, etc.; reviews for accuracy and completeness; secures required signatures.
- Enters manually or on computer system, required permanent record information such as case events, bail information, case activity, dispositions, sentencing, orders for protection or harassment restraining orders.
- Processes temporary restraining orders and advisement of rights, fills out affidavit of financial status, swears appropriate individuals; assigns attorney.
- Locates and checks out files for attorneys, court, and public; responds to questions/inquiries regarding court procedures.
- Prepares files for court, checks for proper service, checks calendars with files to verify proper labeling and the existence of record of proceedings.
- Performs courtroom clerical duties; prepares case files and forms for court; presents file to judge; checks people in and calls the calendar; swears witnesses and individuals to various court oaths; takes record of proceedings.
- Distributes/transmits court notices as necessary; contacts attorneys and parties concerning rescheduling; makes appropriate record entries; refers difficult rescheduling matters to supervisor.
- Notarizes documents if required by the position; attests and seals orders signed by a judge and distributes as necessary; may prepare monthly reports of case activity and pending cases; makes copies of documents, certifies documents; pulls files for customer review; prepares docket sheets and copies entire file for appeal to District Court.

- Prepares for jury trials; makes copies of information for judge; issues process; pre-marks exhibit and prepares exhibit sheet.
- Checks in jurors when they report for jury duty; participates in jury selection and trials, suspension hearings, show case hearings, change of pleas, sentencing and motion hearings.
- Completes the jury panel evaluation data form and jury panel sheet; excuses jurors for challenges for cause and peremptory challenges; seats jurors in the jury box; swears the jurors and marshals and all witnesses; records notes for the file on all motions before the court; marks and categorizes exhibits offered into evidence; completes a record of proceeds for each trial; verifies with the attorneys all the evidence to be sent to the jurors for deliberation along with the complaint and verdict form(s); inquiries from the foreperson if a verdict has been reached; retrieves all evidence from the jury deliberation room; prepares and secures the evidence attached with a copy of the exhibit list; completes notice of judgment/order of entry; certifies copies of the judgment/order and sends to all involved parties; and enters case disposition into a log book or computer.
- Receives, opens and date stamps mail as necessary.
- May fill in for judges' secretary or receptionist as necessary.
- Other duties as assigned or required.

### **Knowledge, Abilities and Skills**

- Knowledge of court procedures and policies, code and legal factors pertaining to the court.
- Knowledge of the organization, operations, functions and scope of authority of the court or activity to which assigned.
- Knowledge of the court automated information system.
- Knowledge of legal terminology.
- Knowledge of appropriate fee structures.
- Knowledge of modern office practices and procedures.
- Knowledge of basic mathematical concepts.
- Ability to perform accurate mathematical calculations.
- Ability to read and interpret legal documents of varying type and complexity.
- Ability to understand and follow oral and written instructions.
- Ability to make decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to maintain a variety of complex records and prepare reports from such records.
- Ability to establish and maintain effective working relationships with others.
- Skill in the operation of a personal computer and other standard equipment.

### **Working Conditions**

Work is performed primarily in an office setting, courtroom or at a public counter. Work involves contact with persons who may be angry, abusive or threatening. Work may involve evening or weekend work as periodically assigned.

### **Physical Demands**

Work is essentially sedentary with occasional walking, standing, bending, and transferring items up to 25 pounds such as papers and files. Positions may require periods of extended sitting, standing or computer use.

**Qualifications** *(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)*

Graduation from an approved high school or vocational school and experience (six months to two years) as a Court Clerk I or in the legal field or (two to five years) office support or clerical experience. Preference is given for an Associate's degree in business or related field or related training and for court-specific or legal experience.

### **Licensure and Certification**

None

To apply, submit through NeoGov a cover letter, Application, resume, high school diploma/Degree/Transcript and other relevant documents. Feel free to contact me at:

**Ms. Nissa Bailey, Employee Relations Coordinator**  
**Judicial Branch Administrative Office**  
**Human Resources Division**  
**P.O. Box 929**

**St. Croix, U.S. Virgin Islands 00821**

**Tel: (340)778-9750 ext 6648/7181 Ⓣ Fax: (340) 713-6605 Ⓣ TTY: (340) 693-4118**

**E-mail: [human.resources@vicourts.org](mailto:human.resources@vicourts.org)**

*The position will remain open until filled. Submissions that do not include the requested documents will not be considered. The Court will only contact applicants selected for interviews. Any applicant who needs a reasonable accommodation shall advise the Court's ADA Coordinator at [ada@vicourts.org](mailto:ada@vicourts.org).*