



## District Court of the Virgin Islands

WEBSITE: [VID.USCOURTS.GOV](http://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: 2026-001

**POSITION TITLE:** Courtroom Deputy I  
**POSITION LOCATION:** St. Croix, VI  
**OPENING DATE:** March 16, 2026  
**CLOSING DATE:** Open until filled with preference given to applications received by April 3, 2026.

**JOB CLASSIFICATION/GRADE:** CL 26 (with possible promotion potential to CL 27 without further competition).

**SALARY RANGE:** \$54,372- \$ 88,366 plus Cost-of-Living Allowance currently set at 11.88%

### POSITION OVERVIEW

A great opportunity is available to join the dynamic team of the Clerk’s Office of the District Court of the Virgin Islands, District and Bankruptcy Court!

This position is located in the St. Croix Division of the Clerk’s Office, District Court of the Virgin Islands, District and Bankruptcy Court and reports to the Clerk of Court, through the Generalist Supervisor.

The Courtroom Deputy is responsible for managing the judge’s caseload, calendaring, attending, and recording court proceedings and processing orders, in accordance with approved federal and local court procedures and rules. The Courtroom Deputy also provides assistance to chambers staff and Clerk’s office staff with daily functions, as needed.

**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](mailto:viclerk@vid.uscourts.gov):

- (1) Cover Letter
- (2) Resume
- (3) [Judicial Branch Application](#)
- (5) Three (3) employment references of past supervisors (with contact information)

*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:**

- Coordinate and attend court sessions and conferences.
- Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Ensure the proceeding is recorded using the automated audio recording system.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Assist the judge and parties in jury selection and maintain records of jury selection and attendance.
- Act as liaison between the Clerk's Office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently.
- Schedule court reporters and interpreters; process transcript requests; arrange for transcriptions; answer questions from parties and the public on obtaining transcripts.
- Draft orders and judgments for the judge's approval including judgment and commitment orders.
- Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Review cases and reports for necessary actions and keep judges and staff informed of case progress.
- Ensure accurate statistical reporting pursuant to the statistical guidelines of the Administrative Office.
- Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- Performs other duties as assigned.

## **QUALIFICATIONS – EDUCATION & EXPERIENCE:**

To qualify for the Courtroom Deputy I position, the successful applicant must be a high school graduate, or equivalent, and have one (1) year of specialized experience. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

### **Educational Substitutions:**

Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

## **ADDITIONAL INFORMATION:**

### **Personal Characteristics and Skills (i.e., Preferred Skills)**

A Bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, sociology, human relations, or business or public administration is preferred. Prior judiciary experience is also preferred.

### **Required Competencies (Knowledge, Skills and Abilities)**

#### **Court Operations**

Knowledge of federal and local rules. Knowledge of legal terminology and legal documents. Knowledge of statistical reporting requirements of case data. Knowledge of courtroom proceedings and applicable requirements

(including time requirements). Knowledge of how cases are assigned. Knowledge of how cases proceed through the court system.

Knowledge of implications of judge's orders and decisions. Skilled in processing requests for transcripts of court proceedings. Skilled in creating detailed logs of proceedings and participants. Ability to record court proceedings electronically. Ability to understand and follow detailed instructions. Ability to administer oaths, manage exhibits, and call the calendar. Ability to take accurate notes and summarize the court proceedings. Ability to review filed documents to determine whether procedural requirements have been met.

Knowledge of the boundaries of authority. Ability to multi-task under strict deadlines.

### **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**

Skilled in the use of automated equipment including word processing applications, requisite court computer programs, and automated case management systems.

### **Written and Oral Communication/Interaction**

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct jury orientations. Ability to communicate with parties and answer procedural questions without providing legal advice.

### **Work Environment and Physical Demands**

Work is performed in an office setting. Some lifting may be required to handle and set up equipment in the courtroom.