



**District Court of the Virgin Islands  
Vacancy Announcement  
Career Opportunity Number: 2019-004**

<b>Position:</b>	Generalist Supervisor
<b>Location:</b>	St. Thomas/St. John Division, U.S. Virgin Islands
<b>Salary:</b>	CL 29 (\$70,965 – \$115,313) based on experience; plus, Cost-of-Living Allowance, currently at 12.80%) with promotion potential to CL 30 without further announcement.
<b>Open:</b>	July 29, 2019
<b>Close:</b>	Open until filled, <i>with first preference given to applicants who apply by August 9, 2019.</i>

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The District Court of the Virgin Islands is seeking a Generalist Supervisor to join the innovative team of the Clerk's Office of the District Court of the Virgin Islands, District and Bankruptcy Court!

The Clerk's Office offers an opportunity for a self-motivated, detail-oriented, team leader with excellent interpersonal communications skills, strong computer skills, established problem-solving skills and a strong work ethic. Our fast-paced environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for intelligent individuals with strong initiative, flexibility and ability to multi-task.

**Position Overview:**

The Generalist Supervisor performs supervisory work related to the full range of court operational duties. The incumbent serves as a first-line supervisor over multiple areas of court operations, including case administration, records/mail management, financial administration, courtroom support, judicial support, etc. The Generalist Supervisor primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

The position is available in St. Thomas/St. John Division of the Clerk's Office and reports to the Chief Deputy Clerk II and the Clerk of Court. The type of appointment is of permanent status. Work is performed in an office setting or at off-site meeting locations. Frequent travel is required.

**Representative Duties:**

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and

conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.

- Supervise court operations. Coordinate and communicate office procedures with unit executives, managers, judges, and chambers staff. Assist with the court's emergency planning and preparedness program, including testing.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Guide staff involved in maintaining dictionaries for automated case management systems and trouble-shooting problems with automated case management systems. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of safe access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, and the review of mail logs.
- Supervise jury wheel, summons jurors, evaluate questionnaires, maintain attendance, conduct orientation, and assign panels.
- Assist the Clerk of Court and Chief Deputy Clerk in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.
- Advise attorneys on procedural matters related to the filing of pleadings and implement and supervise the execution of quasi-judicial duties such as the entry of default judgments.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Work closely with other court management in the coordination of courtroom deputies and case management clerks to ensure appropriate coverage.
- Perform duties associated with attorney admissions and naturalization ceremonies, as applicable.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Abide by [\*Code of Conduct for Judicial Employees\*](#) and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and

sensitive information appropriately.

### **Qualifications and Experience:**

#### **General Experience:**

At least three (3) years of progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain:

- (a) a general knowledge of management practices and administrative processes,
- (b) skill in dealing with others in person-to-person work relationships, and
- (c) the ability to exercise mature judgment.

#### **Specialized Experience:**

At least three (3) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgment,
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved; and
- a minimum of one year of experience at or equivalent to CL 28.

#### **Educational Substitutions:**

##### **General Experience**

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

##### **Specialized Experience**

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

#### **Preferred Qualifications:**

Applicants with a Juris Doctorate or Master's Degree in business, public administration, political science, criminal justice, management, or related fields are highly desirable. Extensive judiciary management experience. Experience responding to the needs of multiple senior leaders within an organization. Experience defining and streamlining operational processes. Expert knowledge of

CM/ECF, including the ability to conduct training, define reports and make recommendations regarding the operational needs of the court. Excellent oral and written communication skills. Demonstrated ability to successfully resolve personnel matters.

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

- Demonstrate knowledge of federal and local rules and court operational procedures. Exhibit knowledge of reporting requirements to the Administrative Office. Understand all aspects of the case administration process. Display knowledge of process redesign and skill in evaluating and implementing potential process improvements. Display skill in leading a team of employees in implementing new ideas and better work procedures.
- Display an ability to effectively represent the operations department among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem-solving skills when managing conflicts in the workplace.
- Demonstrate skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management systems, financial records management systems, human resources systems, and related databases and applications.

### **Benefits:**

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

- A minimum of 10 paid holidays
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Retirement benefits in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan
- Eligible for private long-term disability plan options

### **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 favorable suitability determination, reference check, and a ten-year background investigation (which includes a Federal Bureau of Investigation (FBI) fingerprint check) with periodic updates every five years thereafter. 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. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.

### **Application Requirements:**

Qualified applicants should submit a letter of interest demonstrating the applicant’s leadership philosophy and professional accomplishments. Qualified applicants must also submit a resume detailing qualifications, skills and experience necessary to perform the duties of the position. In addition, qualified applicants are also required to list three (3) employment references of past supervisors with contact information, along with a completed [Application for Judicial Branch Employment \(AO 78\)](#).

### **Application Procedure:**

Include all required documents in one pdf file and email to [viclerk@vid.uscourts.gov](mailto:viclerk@vid.uscourts.gov). The subject line should state Generalist Supervisor Vacancy. 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.**