

JUDICIARY OF THE U. S. VIRGIN ISLANDS



MAGISTRATE JUDGE INTERNAL & EXTERNAL POSTING

Location:	<u>St. Thomas/St. John</u> District
Division:	Superior Court of the Virgin Islands
Number of Vacancies:	1
Salary:	\$151,504 annually
Requirements:	Must be a citizen of the United States; must be a member in good standing of the Virgin Islands Bar Association; and must have been engaged in the active practice of law in the U.S. Virgin Islands for not less than five (5) years immediately prior to appointment
Required Documents:	Letter of Application, Certificate of Good Standing , Authorization and Release Form-Request for Disciplinary Action , Magistrate Application Form and Magistrate Waiver
Opened:	Tuesday, May 4, 2021
Closes:	Tuesday, July 6, 2021 at 4:00 pm Atlantic Standard Time

Nature of Work

This is professional work in the judiciary involving overseeing legal proceedings in the Magistrate Division of the Superior Court of the Virgin Islands. Work includes conducting marriages and hearings involving breaches of the peace and dispensing civil and criminal actions for misdemeanors. Work is conducted with a significant amount of independent judgments in managing chamber operations. Work is reviewed by the Presiding Judge on the basis of conferences and reports for conformance to established policies and procedures.

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)*

- Administers oaths and affirmations, and issues civil and criminal process, including warrants of arrests, search warrants, subpoenas, and orders, including orders for the release of bail, for detention of persons pending trial and for contempt.
- Takes acknowledgments, affidavits and depositions
- Conducts marriages.
- Hears all non-felony traffic offenses, litter cases, and misdemeanor criminal cases where the maximum punishment is limited to not more than six months of imprisonment.
- Conducts arraignment and probable cause hearings in any criminal or traffic offense matter.
- Hears small claims cases and probate matters.
- Issues temporary and permanent restraining orders in domestic violence cases.
- Hears forcible entry and detainer and landlord and tenant actions.
- Such other related matters as designated by the Presiding Judge.

Knowledge, Abilities and Skills

- Thorough knowledge of territorial and federal law, established precedents, constitutional law and sources of other legal reference.
- Thorough knowledge of judicial procedures, rules of evidence, and methods of legal research.

- Thorough knowledge of community resources available to offenders.
- Ability to plan, organize, direct, and supervise the work of a professional legal and clerical staff.
- Ability to analyze facts, evidence, and precedents in difficult and complex cases.
- Ability to make sound judgments from oral and written presentations in briefs, opinions, orders, or decisions.
- Ability to establish and maintain effective working relationships with others.

Working Conditions: Work is performed primarily in an office setting or a courtroom.

Physical Demands

This position requires activities such as sitting for long periods, standing, climbing stairs, and transferring objects under 25 pounds. Work may also require driving an automobile.

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:)

Must be a citizen of the United States; must be a member in good standing of the Virgin Islands Bar Association; and must have been engaged in the active practice of law in the U.S. Virgin Islands for not less than five (5) years immediately prior to appointment.

Licensure and Certification

Licensure: Must be licensed to practice law in the U.S. Virgin Islands and be a member in good standing with the Virgin Islands Bar Association; possession of a current driver's license valid in the U.S. Virgin Islands

To apply, submit all relevant documents in one PDF file to:

MAGISTRATE VACANCY

Attention: Regina Petersen, Administrator of Courts

Judicial Branch Administrative Office

Superior Court of the Virgin Islands

P.O. Box 590

St. Thomas, U.S. Virgin Islands 00804

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E-mail: regina.petersen@viccourts.org

Any applicant who needs a reasonable accommodation shall advise the Court's ADA Coordinators.