

# JUDICIARY OF THE U. S. VIRGIN ISLANDS



---

## LAW CLERK

<b>Location:</b>	St. Thomas District and St. Croix District
<b>Division:</b>	Superior Court of the Virgin Islands
<b>Number of Vacancies:</b>	Several
<b>Promotion Potential?</b>	Yes
<b>Salary:</b>	\$28.36 per hour
<b>Requirements:</b>	Graduation from an accredited law school in the United States
<b>Required Documents:</b>	Cover letter, External Employment Application, Resume, Writing Sample, and Official Transcript
<b>Opened:</b>	December 22, 2021
<b>Closes:</b>	<b><u>Position remains opened until filled.</u></b>

### Nature of Work

This is professional legal work performed for a judge at the Superior Court of the U.S. Virgin Islands. Work involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders for a judge concerning the cases before him/her. Work is performed under general supervision of a judge and is reviewed through conferences and submitted work.

**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.)*

- Reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities; researches the law for oral motions made during trials.
- Prepares briefs, legal memoranda, statement of issues involved, opinions and judgment for review by the judge, including appropriate suggestions or recommendations to the judge; prepares jury instructions.
- Compiles references on laws and decisions necessary for legal determinations.
- Confers with judge concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments and record necessary case information; maintain notes attendant to court proceedings.
- May mediate small claims cases as assigned by a judge.
- Other duties as assigned or required.

**Knowledge, Abilities and Skills**

- Knowledge of general U.S. law, territorial code, established precedent, and sources of legal reference.
- Knowledge of U.S. court practices and procedures.
- Knowledge of U.S. legal terminology and concepts.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationship with others.
- Skill in the operation of a personal computer with word processing and legal research software.

**Minimum Qualifications:**

Graduation from an accredited law school in the United States.

**Working Conditions**

This job operates in a professional office environment and courtrooms. While performing the duties of this job, the employee routinely uses standard office equipment such as laptop computers, smart devices, photocopiers, filing cabinets and other presentation materials.

**Physical Demands**

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

**Licensure and Certification**

None

To apply, submit a cover letter, Application for Employment, resume, writing sample, official transcript and other relevant documents to:

***Judicial Branch Administrative Office***

***Human Resources Division***

***Nissa Bailey, MPA***

***Employee Relations Coordinator***

***P.O. Box 929***

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

***Tel: (340) 713-6648***

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

*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 Coordinators.*

-Equal Opportunity Employer-