



SUPREME COURT OF THE UNITED STATES VIRGIN ISLANDS INTERNSHIP PROGRAM



CAREER EXPERIENCE PROGRAM

October 2011

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Supreme Court of the United States Virgin Islands CAREER EXPERIENCE PROGRAM

INTERNSHIP PROGRAM

PROGRAM COMPONENTS

The Supreme Court of the Virgin Islands has developed a comprehensive internship opportunity to enhance students' academic and professional career by providing educational value and a beneficial work experience within this Court system. The opportunity is unique and diverse.

As a participant, you will be exposed to the Court's work environment, learn about our strategic plan and responsibilities. There will be involvement in professional projects with stimulating and rewarding work activities. This experience will supply you with the tools needed to compete effectively in today's job market and allow you to enhance your ability to obtain work related experience and paying jobs in the future.

We are innovators here at the Court who utilize and provide exposure to new and emerging technology. All of which, you will be exposed to. In addition, there will be opportunities for career exploration within the following divisions:

- Administration
- Bar Admissions
- Clerk of the Court
- Disciplinary Counsel
- Financial Services
- Human Resources
- Information Technology
- Judicial Security
- Procurement

ELIGIBILITY

The program need not be related to your field of academic study. However, you must:

- Currently be enrolled at an accredited educational institution of higher learning beyond high school at least half time;
- Be at least 18 years of age;
- Have the ability to work within the United States;
- Complete the Judicial Volunteer/Intern Program Application for Volunteer Service;
- Complete the volunteer agreement and agree to be placed in a non-pay status;
- Provide two recommendation letters from professors and/or previous employers;
- Provide an official transcript; and
- Successfully complete a background investigation.

WIN-WIN EXPERIENCE

Although only offered on a volunteer, unpaid basis, this experience provides relevant work experience for your resume with exclusive opportunities to network and be a part of a progressive Court system. You can also explore various career opportunities early in your academic studies and connect your coursework to the working world. The program is invaluable!

DURATION

This program is offered for a semester for a minimum of two months. Longer periods may be considered.



AVAILABLE POSITIONS:

ADMINISTRATION

The intern will have an in-depth view into the Administrative Office of the Court and develop his/her professional communication skills. He or she will gain experience working in a business environment, witnessing the operations of the Court, performing a wide range of administrative tasks for the Administrative Director, assisting with special projects and working on one or two specific strategic initiatives.

BAR ADMISSIONS

Interns will observe and assist staff with daily activities of Bar Admissions. Duties include assisting with the testing and admissions process, file maintenance, and facilitation and organization of self help materials. Additionally, assist with tabulating monthly statistical reports, comparative analyses of timelines, and specific strategic initiatives. There's also the opportunity to acquire the skills of community engagement and participation.

CLERK OF THE COURT

Interns will observe and assist staff with daily activities of the Clerk of the Court and may attend Oral Arguments. Duties include case management, electronic filings, file maintenance, and facilitation and organization of self help materials for unrepresented appellate litigants. Additionally, assist with tabulating monthly statistical reports, comparative analyses of timelines, and specific strategic initiatives. Attend oral arguments.

DISCIPLINARY COUNSEL

Interns will observe and assist with daily activities of the Office of Disciplinary Counsel which is responsible for receiving, screening, investigating and as necessary prosecuting the complaints made against attorneys and judges. An intern's duties may include case management, research, writing, fact investigations and conducting interviews with witnesses to obtain pertinent information which may be used in prosecuting attorney disciplinary cases and scheduling meetings and hearings. Additionally, they will help maintain files, prepare for evidentiary hearings and assist with tabulating monthly statistical reports. There's also the opportunity to attend oral arguments and acquire the skills of community engagement and participation, while being exposed to the inner workings the judiciary and the system of professional regulation.



AVAILABLE POSITIONS:

FINANCIAL SERVICES

Interns would learn about forecasting, budget preparation, payroll processing, revenue management and reconciliation of public funds as well as other operational areas of the Finance Services Division. Interns will be able to enhance their problem-solving and analytical skills.

HUMAN RESOURCES

Intern will learn many aspects crucial to sustaining an organization's workforce programs aimed at attracting, motivating, and retaining an efficient and productive workforce. May prepare and present technical reports and supporting graphic display materials descriptive of research and recommendations; may update and edit communications, reports, etc. Assist with the collection and organization of data using spreadsheets, desktop publishing applications and standard office software packages. Additionally, would assist in collecting data, completing surveys, evaluations, analyses and reports related to various functions in Human Resources. Occasionally, the person may assist with meetings or training events.

INFORMATION TECHNOLOGY

This internship would entail working with PCs, laptops, peripheral equipment, installation of software and data onto PCs and laptops. There will also be exposure to networking fundamentals. Interns would respond to support requests from staff ranging from hardware issues to software installation/setup/configuration and support. Work with support personnel to resolve issues and document application will be required. Some work may be completed on enhancing the Court's web presence to educate the general public.

JUDICIAL SECURITY

Interns will work side by side with experts in law enforcement and security focusing on identification and analysis of security threats and hazards, incident handling, intrusion detection and prevention, screening, and emergency disaster preparedness. Practical hands-on experience in law enforcement-related activities will be provided. Interns would also assist in conducting research for new programs, implementation, and with creating presentations on prevention measures.

PROCUREMENT

Interns will be asked to complete a variety of tasks and may work on several projects simultaneously. The position provides territorial and external research, data and process analysis, contract evaluation, and the creation of proposals. Assignments could include buying and expediting, spending analysis, rate competitiveness studies, material inventory tracking, or procurement and business process reviews.



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