



## **JOB TITLE: Associate General Counsel**

### **VACANCY ANNOUNCEMENT**

**Classification:** Unclassified

**Department:** Legal

**Salary Range:** \$80,000 - \$90,000

**Location:** St. Croix

**Status:** Full-time, contract, one year w/ option to renew

**Reports to:** General Counsel

**Date:** June 14, 2018

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#### **JOB DESCRIPTION**

##### **Summary**

Under the general supervision of General Counsel, provides senior management with advice on legal matters, their implementation and effects. This position performs legal research, gives legal advice, prepares legal briefs, develops administrative regulations, drafts and reviews proposed legislation, provides legal and policy analysis of issues, and administers contracts. The Associate General Counsel may represent the Authority in various proceedings. Work is to be performed within policies included in state and federal law and administrative regulations with wide latitude for the exercise of independent judgment, and subject to periodic review on the basis of results achieved.

##### **Essential Functions**

- Provides legal advice, opinion and assistance;
- Devotes time, attention, knowledge and skills to the effective and efficient operation of the Authority;
- Provides information about legal developments of interest to particular U.S. Virgin Islands Economic Development Authority ("USVIEDA") divisions;
- Completes special assignments at the request of the General Counsel;
- Provides analysis of legal and policy issues;
- Writes and edits legal documents, reports, opinions, correspondence, articles, and other documents;
- Assists with the selection, retention and management of outside counsel;
- Travels to all work locations within the territory and attends board meetings, as requested;
- Works with General Counsel and senior staff during legislative sessions;
- Attends and testifies at legislative hearings and assists in drafting bills;
- Attends training, seminars and workshops as deemed necessary; and

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Competencies**

- Ethical Conduct
- Strategic Thinking
- Problem Solving/Analysis
- Time Management
- Leadership
- Technical Capacity
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Flexibility

## **Work Environment**

This position operates in a professional office environment and requires periods of sustained sitting, standing, and walking and the ability to see, speak and hear. Work requires physical activity, occasional light lifting, the use of hands and fingers to input data into a computer, and move materials for special events. Routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment is anticipated. Occasionally, outdoor work may be required when attending special events and functions.

## **Physical Demands**

This is not a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions may be required as necessary. This would require the ability to lift up to 20 to 50 pounds.

## **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

## **Travel**

Travel is expected for this position.

## **Required Education and Experience**

*(Any combination of training and work experience which indicates that the applicant possesses the abilities and competencies listed above will be considered.)*

- Juris Doctor degree from an accredited school of law; and
- At least three (3) years of experience in civil litigation or administrative law; or at least two (2) years civil litigation experience and two (2) years of contract, corporate law or tax Law; desirable qualifications include prior judicial clerkship, administrative experience, experience in labor-management relations or negotiations, and experience with public entities and Boards;
- Member of the Virgin Islands Bar, Supreme Court of the Virgin Islands;
- Ability to read, analyze, and interpret legal documents;

- Ability to respond to common inquiries or complaints from clients, legal counsel and members of the community;
- Ability to effectively present information; and
- Other such experience as deemed appropriate and necessary by General Counsel.

**Additional Requirement**

A valid U.S. Virgin Islands driver's license will be required.

**Affirmative Action Plan (AAP)/Equal Employment Opportunity (EEO) Statement**

It is the policy of USVIEDA not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time, with or without notice.

**How to Apply**

To apply, send a letter outlining your interest and qualifications. Include your resume, along with the names, telephone numbers and email addresses for three (3) professional references. To ensure full consideration, all required documentation must be received. Send documentation via email (.pdf or MS Word) to Human Resources at the following email:

[hr@usvieda.org](mailto:hr@usvieda.org)

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. The USVIEDA will only contact applicants selected for interviews. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.

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