



JOB TITLE: Paralegal/Investigative Analyst

VACANCY ANNOUNCEMENT

Classification

Classified, Non-union

Reports to

General Counsel

Department

Legal (STX)

Date

December 6, 2018

Salary Range

\$51,045.93 - \$53,108.18

(Salary may increase commensurate with a law degree)

JOB DESCRIPTION

Summary

Under the direct supervision of the General Counsel, this position provides technical and administrative support to the General Counsel. Additionally, performs background investigations on entities and individuals. Also, conducts ongoing monitoring of entities and other investigative matters as assigned.

Essential Functions

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

- Analyzes and reports on pertinent legal issues related to matters within the purview of the Legal department;
- Prepares background information reports on companies and individuals of interest using open source research materials, specifically online databases such as Lexis Nexis, Westlaw, Dun & Bradstreet, and others;
- Prepares legal documents as assigned by Legal Counsel such as contracts, agreements, leases, etc.;
- Establishes and maintains liaison with public officials, law enforcement officers, and others (local, federal and international) to obtain assistance in conducting investigations;
- Reviews EDC and other department documents for legal sufficiency, legislative compliance, and more;
- Identifies, researches, analyzes and collects data to create statistical reports and documents;

- Prepares and organizes case research, notes, and legal documents;
- Performs other duties as assigned.

Competencies

- Technical Capacity
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Flexibility

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment as applicable.

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 of force.

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 and may account for approximately 25% of the work time.

Required Education and Experience

- Bachelor's degree in related fields; and
- 5 years of legal experience.
- Certificate in legal studies/paralegal studies from an accredited certificate Program and at least seven (7) years of experience in the field; and at least 10 years of experience in the legal field without a certificate.
- Experience using commercial online data sources such as Lexis Advance, Westlaw, Factiva, and Dun & Bradstreet, etc.

- Demonstrated communication (oral and written), analytical, strategic, leadership, interpersonal, and organizational skills.
- Proficiency in legal research.
- Fluency in oral and written English.
- Familiarity with U.S. Virgin Islands corporate formation and structure.
- Proficiency with Microsoft Application Suite: Word, Excel, search engines, (Lexis Advance, Westlaw etc.) other research tools and equipment.
- Ability to identify needed resources to accomplish results.

Preferred Education and Experience

- Master's degree or JD and 1-2 years of legal experience.
- Ability to work under pressure, tight deadlines and at time high stress situations.
- Ability to prioritize work and assignments.

Additional Eligibility Qualifications

None

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

It is the policy of Economic Development Authority (EDA) 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 of the employee 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 by **4:00 p.m. (AST)** on **Thursday, December 20, 2018**. Send documentation via email (.pdf or MS Word) to Human Resources at the following email:

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.
