



ST. CROIX 116 King Street, Frederiksted, VI 00840
 (340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
 (340) 714-1700 FAX (340) 777-1103

www.USVIEDA.org

ASSOCIATE GENERAL COUNSEL

JOB CLASSIFICATION	ASSOCIATE GENERAL COUNSEL (ST. CROIX)
CLASSIFICATION	UNCLASSIFIED
SALARY RANGE	\$89,000 to \$99,000 commensurate with experience
DEPARTMENT	LEGAL
DISTRICT	ST. CROIX
REPORTS TO	GENERAL COUNSEL
LAST UPDATED	MARCH 23, 2022

JOB DESCRIPTION SUMMARY

Under the general supervision of the General Counsel, the Associate General Counsel in the Virgin Islands Economic Development Authority (“VIEDA”) 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

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

- Understand the mission, operations, policies and procedures, applicable laws and other factors pertaining to VIEDA, its subsidiary entities, and clients;
- Identify, research, analyze and collect data to create statistical reports and documents;
- Provide legal research, advice, opinion and assistance;
- Devote time, attention, knowledge and skills to the effective and efficient operation of VIEDA;
- Provide information about legal developments of interest to particular VIEDA divisions;
- Draft legislation, rules and regulations, policies and procedures;
- Complete special assignments at the request of the General Counsel;
- Provides analysis of legal and policy issues;
- Draft legal instruments including but not limited to contracts, agreements, leases, resolutions, motions, testimony, correspondence, etc.;
- Assist with the selection, retention and management of outside counsel;
- Travel to all work locations within the U.S. Virgin Islands and attend board meetings, as requested;
- Attend and testify at legislative hearings and assists in drafting bills;
- Attend training, seminars and workshops as necessary; and



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- Perform other related duties as assigned.

SKILLS

- Exceptional legal research and writing
- Familiarity with U.S. Virgin Islands corporate formation and structure
- Proficiency with Microsoft applications (Word, PowerPoint, etc.)
- Proficiency with LexisNexis®, Westlaw™ and other research tools
- Ability and experience in analyzing and interpreting legal instruments
- Ability experience in responding to legal inquiries
- Ability to effectively present information
- Ability to maintain high levels of discretion and confidentiality
- Ability to identify needed resources to accomplish results
- Strong written and verbal communication skills
- Personal credibility and integrity
- Strong work ethic
- Ability to self-start
- Ability to work under tight deadlines and high stress situations
- Ability to multitask and prioritize work assignments
- Ability to work with little supervision and to seek help when needed
- Ability to work effectively in independent settings
- Ability to interact with people at all levels of government, with outside counsel, and with business associates
- Knowledge of the operations, personnel, and procedures of the courts of the U.S. Virgin Islands and the electronic case management and filing systems
- Availability to work overtime if required
- Strong collaboration skills
- Flexibility as there may at times be frequent shifts in work direction, location, and other circumstances

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This position operates in a professional office environment and routinely uses standard office equipment including but not limited to computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS



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Some sitting, typing, stooping, walking, pulling, twisting, lifting, talking, hearing, seeing, and repetitive motions will be necessary in this position. This would require the ability to occasionally lift up to 30 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

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

TRAVEL

Occasional travel may be required for this position.

REQUIRED EDUCATION AND EXPERIENCE*

- Juris Doctor degree or Master of Laws in Taxation (LLM) from an American Bar Association (ABA) accredited school of law;
- Member of the Virgin Islands Bar Association; and
- At least four (4) years' experience in the practice of law.

*A combination of specialized or comparable education and experience may be considered.

PREFERRED EXPERIENCE

Preferred experience includes any combination of prior judicial clerkship, experience in civil or administrative law, civil litigation, contracts, corporate law, tax law, intellectual property law, labor-management relations, loan closings, and/or experience with public entities and Boards.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

VIEDA does not discriminate against an employee or an applicant for employment on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

OTHER DUTIES

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this position. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. Duties, responsibilities, and activities may change at any time with or without prior notice.



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UNITED STATES VIRGIN ISLANDS
Economic Development Authority www.USVIEDA.org

HOW TO APPLY

How to Apply

To apply, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume
- 3) Writing Sample

To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST) Friday, February 10, 2023**. Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

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

Additional Requirements If Selected For Interview:

- Employment Application (VIEDA)
- [Certificate of Good Standing](#) (Supreme Court of the Virgin Islands, Request Form)
- [Authorization and Release Form](#) (Supreme Court of the Virgin Islands, Office of Disciplinary Counsel)