



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

PARALEGAL/INVESTIGATIVE ANALYST I

JOB CLASSIFICATION	PARALEGAL/INVESTIGATIVE ANALYST I (ST. CROIX)
CLASSIFICATION	CLASSIFIED, NON-UNION
SALARY RANGE	\$53,598.23 - \$55,763.59
DEPARTMENT	LEGAL
DISTRICT	ST. CROIX
REPORTS TO	GENERAL COUNSEL
LAST UPDATED	MARCH 23, 2022

JOB DESCRIPTION

Under the general supervision of the General Counsel, the Paralegal/Investigative Analyst I in the Virgin Islands Economic Development Authority (“VIEDA”) provides technical and administrative support to attorney(s) in the delivery of legal services. This position also performs background investigations on entities and individuals, conducts ongoing monitoring of entities, and other investigative matters as assigned.

ESSENTIAL FUNCTIONS*

- Understand the mission, operations, policies, 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;
- Prepare and organize case research, notes, and legal documents;
- Research and report on pertinent legal issues related to matters within the purview of VIEDA;
- Identify relevant judicial decisions, laws, and legal articles;
- Prepare background reports on companies and individuals using open source research materials including but not limited to retrieving UCC filings, court records, company registration, and licensing filings;
- Draft legal documents as assigned by attorney(s) such as contracts, agreements, leases, resolutions, testimonies, correspondences, etc.;
- Conduct research using commercial online resources such as LexisNexis®, Westlaw™, Dun & Bradstreet, etc.;
- Maintain and organize VIEDA legal files and records;
- Assist with transaction closings;
- Assist with pleadings;
- Attend meetings as required;
- Liaise with public officials, law enforcement and others (local, federal and international) to obtain assistance in conducting investigations and other duties;
- Conduct preliminary reviews of documents for legal sufficiency, legislative compliance, and more;
- Prepare reports of completed or pending matters at the request of attorney(s); and
- Perform other duties as assigned.

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



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

SKILLS

- Proficiency in legal research
- Familiarity with U.S. Virgin Islands corporate formation and structure
- Proficiency with Microsoft applications (Word, Excel, Publisher, PowerPoint, etc.)
- Proficiency with LexisNexis®, Westlaw™ and other research tools
- 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
- Technical capacity
- Familiarity with DocuSign®
- Attention to detail
- Strong collaboration skills
- Strong organizational 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

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.



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

TRAVEL

Occasional travel may be required.

EDUCATION AND EXPERIENCE**

- A Bachelor's degree is preferred with a minimum of three (3) years' relevant work experience; or a Juris Doctor with a minimum one (1) year of relevant work experience.
- Without a degree, Paralegal Certification from an accredited certification program is acceptable with at least four (4) years of experience in the field; or at least six (6) years of relevant experience in the legal field without a certificate.

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

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.

How to Apply

To apply, submit the following:

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

To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST) Friday, July 15, 2022**. 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.