VACANCY NOTICE

The VIRGIN ISLANDS DEPARTMENT OF JUSTICE is seeking an individual to serve as Assistant Attorney General in the Paternity and Child Support Unit in the District of St. Croix.

Under the general direction of the Attorney General, this position requires legal professional work which is related to innumerable legal areas. Work in this class is performed in accordance with established rules, policies and procedures; however, an employee is expected to exercise initiative and judgment in carrying out the duties and responsibilities of the position. Prepare legal documents and instruments in which the Government of the Virgin Islands has an interest. All work is subject to review by the Attorney General while in draft form, upon his or her request.

QUALIFICATIONS:
Education - Graduation from an accredited law school, having earned a L.L.B. or J.D. Degree.

Licenses- Admission to practice before the highest court of any state or territory and special admission to the Virgin Islands bar or regular admission to the Virgin Islands Bar.

Experience & Knowledge – Knowledge, skills and abilities that are typically associated with an attorney including, but not limited to, knowledge of the principles and practice of law; thorough knowledge of the application of legal research including electronic research tools; ability to organize work, set priorities, meet critical deadlines, and follow-up without direction; aptitude to identify legal issues, apply applicable law to facts, draw logical conclusions, exercise good judgment, make sound decisions, present ideas and information clearly and concisely, and interpret and apply legal principles and precedents to difficult legal problems; skills to prepare, present and conduct hearings, trials and appeals and write reports, briefs and legal documents; and ability to maintain confidentiality and objectivity. A minimum of five years of progressively responsible trial experience, of which two years should be in active litigation.

Work environment – Work is performed in an office or courtroom setting but some field work may be required. Inter-Island or mainland travel may be required. No prior criminal records. Background checks required.

COMPENSATION:
Competitive salary commensurate with experience.

Interested applicants should submit a cover letter and resume to:

Department of Justice
GERS Building, 2nd Floor,
St. Thomas, U.S.V.I. 00802-5712
ATTN: Human Resources
Or email to: careers@doj.vi.gov