



St. Thomas/St. John Division
3730 Altona
Suite #200
P.O. Box 6040
St. Thomas, VI 00804-6040
Tel (340) 774-8181

**OFFICE OF THE
TERRITORIAL PUBLIC DEFENDER**
Government of the U.S. Virgin Islands



St. Croix Division
RR2 Box 11225
P.O. Box 2635
Kingshill, St. Croix
U.S. Virgin Islands 00850
Tel (340) 773-6312
Fax (340) 778-6823

VACANCY NOTICE

POSITION TITLE: **ASSISTANT TERRITORIAL PUBLIC DEFENDER**

LOCATION: **ST. THOMAS/ ST. JOHN DISTRICT**

POSTING DATE: **AUGUST 3, 2020 – AUGUST 21, 2020**

DEADLINE: **FRIDAY, AUGUST 21, 2020**

JOB DEFINITION:

The Assistant Territorial Public Defender works under the direction and supervision of the Chief Territorial Public Defender and the Deputy Chief Territorial Public Defender.

DUTIES (not all inclusive):

- Interview clients to determine all relevant facts known to the clients.
- Protect the rights of clients.
- Promptly investigates the facts or cause for the facts of a case to be investigated.
- Research or cause to be researched the applicable laws, cases and statutes to the client's case.
- Interview witnesses and prepares them when applicable for trial and represent clients in a zealous manner within the bounds of the law.

REQUIRED EDUCATION/EXPERIENCE:

A Jurist Doctorate Degree from an accredited Law School and admission to the Virgin Islands Bar, or Special Admissions in accordance with Supreme Court of the Virgin Islands Rule (202) with commitment on taking the V.I. Bar Examination

How to Apply:

Submit your resume and cover letter with references attached to: Renelle Stephens, CPM, Assistant Administrator on or before **Friday, August 21, 2020** via hand delivery or email (renelle.stephens@otpd.vi.gov). You may also contact Mr. Norman Edwards, Jr., Administrator, at (340) 773-6312 ext. 2223 for further details.

Samuel L. Joseph, Esq.
Chief Territorial Public Defender

Date: 7/31/2020

“Equal Opportunity Employer”