

Office of the Territorial Public Defender



Vacancy Announcement

Chief Territorial Public Defender

The Chief Territorial Public Defender works under the direction and supervision of the Public Defender Administration Board.

Principle Duties: (Not All Inclusive) The Chief Public Defender oversees general operations of the Public Defender's Office, including monitoring case assignments and caseloads, developing and implementing effective policies, practices, and procedures, and providing assistance to Territorial Public Defenders as needed to assure proper and effective Public Defender services for Virgin Islands residents.

This includes communicating/administering personnel programs, providing orientation and training, coordinating work assignments, establishing goals/standards, evaluating job performance, maintaining discipline, and informing staff of organizational development. This guidance to staff includes technical and legal problems.

Periodically, the Chief Public Defender analyzes human resources needs and recommends increases/decreases in staff, interviews and hires job candidates, and reviews position responsibilities. Updates and assures proper maintenance of department personnel files.

The Chief Public Defender ensures that the offices in each district, are maintained in good condition and provides a workplace that is conducive to fulfilling the mission of OTPD.

Requirements: A Jurist Doctorate Degree from an accredited Law School and the admission to the V.I. Bar (in good standing). **(Not all inclusive)**

Salary commensurate with experience.

To view full vacancy announcement, please visit www.vipublicdefender.com

To apply please forward a cover letter, resume and references to: Renelle C. Stephens, CPM., Assistant Administrator, on or before **Saturday, February 15th, 2020** @ renelle.stephens@otpd.vi.gov or hand-delivery at 3730-Altona-Suite #200
St. Thomas VI 00802

“Equal Opportunity Employer”