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

VACANCY NOTICE

POSITION TITLE:  LEGAL SECRETARY
LOCATION:  TERRITORY-WIDE
POSTING DATE:  SEPTEMBER 22, 2021
DEADLINE:  OPEN UNTIL FILLED

JOB DEFINITION:
The Legal Secretary works under the direction and supervision of the Chief Public Defender, Administrator, Assistant Administrator, and the office attorneys. The Legal Secretary is responsible for work of a highly confidential nature.

DUTIES (not all inclusive):
• Aids in drafting and typing orders, motions, memoranda, trial briefs and correspondence relative to client’s cases.
• Updates computerized program as to the present status of each case.
• Interviews clients and witnesses when necessary.
• Answers phone and takes messages when necessary.
• Notifies clients of appointments with attorneys and investigators via telephone and letters.
• Other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE:
A two-year Secretarial Certificate from an accredited secretarial school, plus two years’ experience as an Administrative Assistant I or closely related class; or High School diploma or GED supplemented by seven years of clerical experience, including two years as an Administrative Secretary or closely related class.

HOW TO APPLY:
Please submit your resume, a cover letter, and other credentials to:

St. Croix District
Kieran J. Isidore
Administrator
kieran.isidore@otpd.vi.gov
Fax #: 340-778-6823
P.O. Box 2635, Kingshill
St. Croix, VI 00850-2635

St. Thomas/St. John District
Renelle C. Stephens
Assistant Administrator
renelle.stephens@otpd.vi.gov
Fax #: 340-774-3052
P.O. Box 6040
St. Thomas, VI 00804

Samuel L. Joseph, Esq.
Territorial Chief Public Defender

9/22/2021  
Date

“Equal Opportunity Employer”