



St. Thomas/St. John Division  
 3730 Altona  
 Suite #200  
 P.O. Box 6040  
 St. Thomas, VI 00804-6040  
 Tel (340) 774-8181  
 Fax (340) 774-3052



St. Croix Division  
 11225 Clifton Hill  
 P.O. Box 2635  
 Kingshill, St. Croix VI 00850-2635  
 Tel (340) 773-6312  
 Fax (340) 778-6823

**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](mailto: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](mailto: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”***