



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT
March 23, 2018

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following position:

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) General Counsel	MS-08	Negotiable	Legal – STT

Applications must be submitted to the Human Resources Division no later than Wednesday, April 11, 2018.

Job description attached.

Desserie Harrigan
Acting Human Resources Manager

DH/kl

GENERAL COUNSEL

REPORTS TO: EXECUTIVE DIRECTOR

BASIC DUTIES:

- Provide legal counsel to the Authority and its organizational units.
- Prepare leases, contracts, mortgages, deeds and any legal documents related to the Authority's operations, see that they are properly registered in public records, and initiate proper action the Accounting Section for their registration in the Authority's books and records.
- Maintain a file of all legal documents and inform the administrative units of changes, important dates, etc., in order to act accordingly.
- Perform, and/or request to be performed, investigations of prospective clients as to solvency, credit ratings, business references, etc. and submit written reports for Executive Director and/or Governing Board approval.
- Anticipate and guard against legal risks in transactions, contractual obligations and general activities of the Authority.
- Represent the Authority in any legal action of or against third parties, and determine action to be taken to originate legal proceedings.
- Review any legislation affecting the Authority, and any public statements, policies or procedures emanating from the Authority, to ensure their compliance with the law.
- Supervise and direct all litigation involving agents, officers and employees arising out of their acts on behalf of the Authority and interpret laws, rules, and regulation for the purposes of settling any controversy that has not yet become matter of suit.
- Participate in meetings, public hearings, and activities related to the development of legislation related to the Authority's services and performance.
- Contact and recommend outside legal representation in connection with special problems.
- Report the progress and results of his activities to management.
- Perform such other duties as determined by the Executive Director.

MINIMUM QUALIFICATIONS REQUIREMENT

Graduation from an approved school of law; five or more years of experience in professional legal work, including considerable responsible experience in the trial of civil and criminal cases

SPECIAL REQUIRMENTS

Possession of a certificate of admission to the Virgin Islands Bar