



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

REPOST

INTERNAL/EXTERNAL ANNOUNCEMENT

May 14, 2019

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) Senior Staff Attorney	MS-07	Negotiable	Territorial

Applications must be submitted to the Human Resources Division no later than Monday, June 3, 2019 at 11:59 pm AST.

Job description attached.

Diane C. Richardson, SHRM-CP, PHR
Human Resources Director

DR/cs

SENIOR STAFF ATTORNEY

DISTINGUISHING FEATURES OF WORK

This is professional legal work performed in representing the Authority on a wide range of legal matters. Work also includes supervisory managerial responsibilities/tasks and related matters as assigned.

An employee in this class represents the Authority in litigation of utmost importance and complexity. Work is performed within wide latitude for independent judgment and is reviewed by the Director of Legal and Property Management.

EXAMPLES OF DUTIES: (NOT ALL INCLUSIVE)

- Acts as general counsel to the Authority in the business dealings with local and other governmental jurisdictions as well as private concerns
- Renders opinions on the legality and propriety of the Authority's rules and regulations
- Advises division heads on the interpretation of laws and proper proceedings
- Prepares briefs and other data incidental to litigation and court proceedings
- Conducts important and complex litigation before trial and, if necessary, appellate courts
- Drafts legal documents needed by the Authority in its operations
- Plans, coordinates, supervises and manages activities of the Authority's Property Management, as assigned
- Engages in negotiations for lease, sale, rental of Authority's real estate holdings as well as negotiations for collective bargaining

MINIMUM QUALIFICATIONS REQUIREMENT

Graduation from an approved school of law; two 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

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of local and federal laws as they apply to the operations of the Virgin Islands Port Authority
- Considerable knowledge of judicial procedures and rules of evidence
- Thorough knowledge of the principles, methods, materials and practices of legal research
- Thorough knowledge of the methods and practices of pleading civil and criminal cases, and of effective techniques in the presentation of cases in the courts
- Knowledge of the principles of public administration
- Ability to analyze, appraise and/or organize facts, evidence and present such material in clear and logical form for oral or written presentation, as briefs, opinions, orders or decisions
- Ability to analyze legal documents and instruments
- Ability to draft legal instruments and proposed legislation
- Ability to deal tactfully and effectively with broad members, federal administrative, local government, court officials, supervisors, subordinates, tenants and the general public
- Ability to organize, plan, direct and evaluate the activities of subordinates