



**Virgin Islands Waste Management Authority**  
Job Vacancy Announcement  
**Paralegal/Legal Secretary**  
St. Croix

**SALARY:** \$50,000.00

**DEADLINE:** June 29, 2018

**Paralegal/Legal Secretary** - Assist and provide a range of legal and administrative support to the General Counsel. Responsible for performing legal and factual research, records research and identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material. Prepare, file and secure legal documents

*This exempt position requires independent decision making and autonomy in the discharge of duty. It is a professional, executive role with respect to the subject matter described herein. This position is thus outside the purview of the Virgin Islands Wrongful Discharge Act and said employee can be terminated at any time with or without cause. No property right to employment exists and any offer of employment may be withdrawn without notice or cause, subject to the rights and remedies available to employers and employees under United States and Virgin Islands law.*

**DUTIES AND RESPONSIBILITIES:**

*Include the following with other duties as assigned.*

- Provides administrative support to the General Counsel.
- Conducts legal research and tracks legal decisions and cases.
- Prepares legal documents, makes legal filings and secure documents at the direction of the General Counsel.
- Prepare correspondence and written reports.
- Build and maintain databases and files.
- Schedules meetings and coordinates all activities for the Office of the General Counsel.
- Manages projects as assigned by the General Counsel.
- Makes travel arrangements, maintains the daily schedule and manages telephone calls for the General Counsel.
- Develops and maintains a good working relationship with Board of Director members, Authority staff and members of the legal community.
- Manage cases, deadlines (including a tickler system) and scheduling.
- Act as the liaison between the General Counsel's Office and the courts

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED from an accredited school required.
- A two or four-year degree from an accredited university in legal education is highly desirable.
- Four years of relevant experience including at least one year with a utility, government agency or public service organization
- Certification or credentials as a paralegal or legal secretary is required.
- Valid Virgin Islands Driver Licensure is required.
- Equivalent combinations of education and experience may be considered

Submit a letter of interest along with a resume to:

Director of Human Resources  
Virgin Islands Waste Management Authority  
P.O. Box 1689  
Kingshill, St. Croix USVI 00851

**Virgin Islands Waste Management Authority is an Equal Opportunity Employer**