

GENERAL COUNSEL

DEFINITION

This position is based in the Office of the Virgin Islands Inspector General (VI Inspector General's Office), Charlotte Amalie, St. Thomas, USVI. The position reports to the Virgin Islands Inspector General (VIIG) who holds office pursuant to Title 3, Chapter 40, of the Virgin Islands Code.

The successful candidate will serve as the Legal Advisor to the VIIG and Report Editor for the VI Inspector General's Office, and will work at the direction of the VIIG.

The successful candidate will be responsible for providing administrative and legal advice and services to the VI Inspector General's Office regarding: (1) audits, inspections, and investigations of the departments, agencies, programs and operations of the Virgin Islands Government, and regarding the professional conduct of government personnel; (2) reviews all reports and opinions from the VI Inspector General's Office for legal sufficiency; and, represent the VI Inspector General's Office in all criminal and civil matters.

As a member of the VI Inspector General's Office's management staff, the successful candidate will work closely with the VIIG, and the Deputy Virgin Islands Inspector General (DVIIG) to develop and carry out programs authorized or mandated by the Virgin Islands Code.

DUTIES (NOT ALL INCLUSIVE)

- Serves as the Legal Advisor to the VI Inspector General's Office.
- Provides advice and legal services to the VI Inspector General's Office in meeting and maintaining the highest ethical standards of conduct as well as the legal obligations imposed by constitutional standards and statutory constraints.
- Provides complete legal services to the VI Inspector General's Office and shall have complete independence in determining opinions on matters of legal significance,
- When requested, the successful candidate will consult with the VIIG and the DVIIG with respect to the legal implications of any program, existing or proposed, or any contemplated action, which may impact on the legal position of the VIIG.
- Offers independent recommendations, advice, and alternatives based on legal reasoning and ethical considerations involved in the formulation and implementation of policy and programs of the VI Inspector General's Office.
- Represents the VI Inspector General's Office in meetings, negotiations and conferences with senior Executive Branch officials of the Territorial Government, member of the Virgin Islands Legislature, representatives of the Federal government, and persons employed outside of government.

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- Serves, when called upon, as the representative of the VIIG in formal hearings.
- Determines the legal sufficiency of audit plans, inspection plans, and investigative plans prior to implementation; and be available for consultation during the progress of the work.
- Determines the legal sufficiency of all completed audits, inspections and investigations conducted by the VI Inspector General's Office; and direct such action, as necessary, to insure all audits, inspections and investigations meet the highest legal standards and ethical considerations.
- Provides oversight and direction for all litigation involving the VI Inspector General's Office.
- Formulates and coordinates the position of the VIIG on legislative and regulatory matters.
- Advocates the VIIG's position with government officials, such as the Office of Management and Budget, the VI Legislature, etc.
- Prepares or directs the preparation of various written documents to explain, justify, or advance the VIIG's legal position.
- Reviews, makes recommendations for, and prepares senate testimony on activities of the VI Inspector General's Office, or external developments that will affect those activities.
- Provide legal interpretation and advice to the VIIG on the authority and obligations to act under Title 3 Chapter 40 of the Virgin Islands Code, Territorial and Federal court decisions, and administrative rules and
- Regulations, which affect the operation of the VI Inspector General's Office.
- Establish and maintain a working relationship with key personnel within the Territorial government, and with counterparts in the offices of other inspectors general, as well as, with personnel in the offices of Federal and state officials sufficient to facilitate an exchange of information and support for the goals and objectives of the VI Inspector General's Office.
- Perform other related duties as required.

FACTORS-1-KNOWLEDGE REQUIRED BY THE POSITION

An in-depth knowledge of Federal and Territorial laws and of legal procedures.

A working knowledge of administrative and technical reporting procedures and is able to present findings in a clear, logical, impartial, comprehensive and concise manner. Such reports may be oral and/or written.

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A working knowledge of the interdependent function and jurisdiction of Federal, State, and Territorial agencies.

A working knowledge of the Privacy Act of 1974 and other Federal and Territorial privacy laws.

A working knowledge of administrative and financial management functions including internal fiscal control, in order to review and analyze financial records and transactions.

FACTORS-2-SUPERVISORY CONTROLS

The successful candidate must be able to perform all duties and activities under the supervision of the VIIG, and except for broad direction and guidance on major issues, will act with complete independence in the execution of the duties and responsibilities of the position.

FACTORS-3-GUIDELINES

Because of the wide diversity of assignments there are few, if any, guidelines, procedures or techniques that can be cited as directly applicable beyond having a firm understanding laws, regulations and policies.

FACTORS-4-COMPLEXITY

The successful candidate must be able to accomplish all assignments and fact-finding projects covering: (I) all the departments and agencies in the entire Virgin Islands government; (ii) all Virgin Islands employees, at every level of government; and, (iii) private businesses and individuals providing services to the Virgin Islands Government.

The successful candidate must have command of a broad range of undertakings involving a detailed understanding of both Federal and Territorial laws and regulations, and their interdependent affect on the interaction of the Federal and Territorial governments in achieving the goals and objectives on the VIIG.

The successful candidate must be resourceful in developing information and posses a high level of independent decision making ability.

FACTORS-5-SCOPE AND EFFECT

The successful candidate must be able to provide legal advice and interpretation of laws that may have significant implications for management and could influence the decision making by management officials and their review of policies and procedures. The reports may be the basis, and in many instances the only basis, upon which decisions are made.

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FACTORS-6-PERSONAL CONTACTS

The successful candidate must be able to develop and maintain contacts with individual inside and outside the Territory of the Virgin Islands.

These contacts will include all departments and at every level of the Territorial government, including, local law enforcement and investigative agencies, members of the Virgin Islands Senate and their staffs and the Territorial Court.

Contacts will also be necessary with the United States Government, including all branches of the Federal government, members of the United States Congress, the U.S. Department of Justice and the U.S. Attorney and Federal Court for the Territory of the Virgin Islands.

Contacts will be required with individuals outside the government and private sector entities.

FACTORS-7-PURPOSE OF CONTACTS

The successful candidate must be facile in obtaining information, leads and evidence through interviewing and interrogating skills; and in reviewing and analyzing written documents and financial records or transactions in the accomplishment of the directives and programs of the VIIG.

FACTORS-8-PHYSICAL DEMANDS

Work is mostly sedentary. Travel may be required of the successful candidate, both inter-island and to the United States. Travel may be by airplane, boat and automobile.

FACTORS-9-WORK ENVIRONMENT

Work is usually performed in an office or courtroom setting.

MINIMUM QUALIFICATIONS

The successful candidate must have a law degree with at least three years courtroom experience in criminal and civil litigation and be admitted to practice before the Territorial and Federal courts of the U. S. Virgin Islands.

The successful candidate must have demonstrated skills in the preparation of legal writing including appellate briefs; and must have a strong working knowledge of proper investigative techniques.

A background in both sophisticated criminal investigations and white-collar crime prosecutions is preferred.