



Assistant Legal Counsel | Job Description

Reports To	Chief Legal Counsel	Creation Date	6/15/2021
Division	Legal	Revision Date(s)	10/20/2022

POSITION SUMMARY

An Assistant Legal Counsel works as member of the legal division to contribute to the Legislature's drafting and legal functions. Provides a full range of legal services from legal research to assisting with litigation, while contributing to the legal mandates outlined in the rules of the Legislature.

DUTIES AND RESPONSIBILITIES

- Attend legislative committee meetings and sessions to answer technical and legal questions concerning legislation and give legal advice on matters before the Legislature
- Draft, examine, analyze and research legislative proposals and issues, legislation and amendments to legislation
- Independently research and draft or work with other staff to draft written work product, including legal opinions and research memorandums
- Provide legal sufficiency recommendations for Legislative contracts, leases, permits, and other documents
- Litigate certain cases involving the Legislature
- Develop or conduct in-house professional development or training presentations for Senators and staff
- Work one-on-one with newly elected Senators to help them develop and enhance their knowledge of the legislative process
- Assist in the preparation of materials for publication such as digests and indexes
- Assist with maintaining accurate records of legislative history, including subject and bill tracking indexes
- Research and facilitate training on written instructions such as "The Official Drafting Manual" to which all bills, resolutions, amendments and other legislation must conform
- Maintain confidentiality of information acquired and records pursuant to the VI Rules of Professional Responsibility and Rules
- Verify the accuracy of enrolled bills passed by the Legislature
- Work collaboratively with other divisions such as Journal, and Archives Divisions to complete tasks
- Able to work long hours during Legislative Sessions, Special Sessions and Committee Meetings
- Completing special projects, duties prescribed in the Legislative rules and other assigned tasks

PHYSICAL DEMANDS

Strength, dexterity, coordination, visual acuity, and vision to use a computer for long periods of time while sitting, stand intermittently, recognize people, words, and numbers, handle files and single pieces of paper; and occasionally lift up to 5 lbs. such as equipment, files, and other reference materials. Hearing and speaking to follow proceedings and provide complex answers to legal questions. Moving from place to place within the campus; some reaching for items above and below desk level.

MINIMUM QUALIFICATIONS

- Excellent verbal communication and interpersonal skills, ability to adapt quickly and work effectively with all
- Required to manage multiple competing priorities
- Strong analytical and decision- making skills, including skill in objectivity and reasoning
- Ability to consistently display sound judgment, be detailed oriented and able to be independent from 3rd party influence
- Able to write and communicate clearly, persuasively and concisely
- Extensive knowledge of constitutional law with strong skills in statutory interpretation and construction

EXPERIENCE

At least five years of experience as a practicing attorney, preferably in a public agency

EDUCATION/CERTIFICATION

Graduation from an ABA accredited law school and admitted in good standing to the Virgin Islands Bar or a bar of any U.S. State or territory; if not admitted to the VI Bar, will be required to be admitted within one year of employment