



Virgin Islands Casino Control Commission

POSITION VACANCY ANNOUNCEMENT FOR ATTORNEY/LEGAL COUNSEL

SALARY:	\$80,000-\$100,000.00 Annually
OPENING DATE:	June 17, 2024
CLOSING DATE:	July 19, 2024
LOCATION:	St. Croix, U.S. Virgin Islands

DESCRIPTION

Under the direction of the Chairman/Chief Executive Officer of the Virgin Islands Casino Control Commission ("Commission") or other designated authority within the Commission, the legal counsel to the Virgin Islands Casino Control Commission is responsible for ensuring that entities and persons participating in every and all gaming operations within the jurisdiction of the Commission comply with all applicable federal and territorial laws and rules and regulations. This individual is responsible for regulatory and statutory matters; responsible for advising the Commission in the performance of its work; and for such other duties that might be assigned by the Commission.

DUTIES AND RESPONSIBILITIES

- Advises the Commission on general matters with respect to its operations and compliance with the Virgin Islands Casino and Resort Control Act of 1995, as amended, and all other laws applicable to the Commission.
- Understands the mission, operations, policies and procedures, applicable laws, and other factors pertaining to the Commission.
- Devotes time, attention, knowledge, and skills to the effective and efficient operation of the Commission.
- Provides information about legal developments of interest to or affecting the operations of the Commission.
- Drafts legislation, rules, regulations, policies, and procedures.
- Assists and advises the Commission on the promulgation of rules and regulations pursuant to and in conformity with 32 V.I.C. § 421.
- Represents the Commission with respect to any litigation filed against it for which the Office of the Virgin Islands Attorney General is not required by law to provide legal representation.

- Drafts legal instruments including but not limited to contracts, agreements, leases, resolutions, motions, testimony, correspondence, etc.
- Assists the Commission on legal issues regarding applications for casino licenses.
- Assists the Commission in reviewing legislation affecting the Commission.
- Attends and testifies at legislative hearings.
- Performs such other duties as deemed necessary and appropriate by the Commission.

AREAS OF PROFICIENCY

- Exceptional legal research and writing.
- Proficiency with Microsoft applications (Word, PowerPoint, etc.).
- Proficiency with LexisNexis®, Westlaw™, and other research tools.
- Experience in responding to legal inquiries.
- Ability to effectively present information.
- Ability to maintain high levels of discretion and confidentiality.
- Ability to identify needed resources to accomplish results.
- Strong written and verbal communication skills.
- Personal credibility and integrity.
- Strong work ethic.
- Ability to self-start.
- Ability to work under tight deadlines and high-stress situations.
- Ability to work with little supervision and seek help when needed.
- Ability to work effectively in an independent setting.
- Knowledge of the operations, personnel, and procedures of the courts of the U.S. Virgin Islands and the electronic case management and filing system.
- Ability to multitask and prioritize work assignments.
- Availability to work overtime, if required.
- Strong collaboration skills.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

All applicants must be licensed to practice law in the U.S. Virgin Islands, be a member in good standing of the Virgin Islands Bar Association, and have at least two (2) years of experience in the practice of law.

TO APPLY: Submit by email, a letter of interest, resume', contact information and three (3) job references no later than 5:00 p.m. on Friday, July 19, 2024, to:

**Marvin L. Pickering, Chairman/Chief Executive Officer
Virgin Islands Casino Control Commission
mpickering@casinocontrolcommission.vi**