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**OFFICE OF THE
TERRITORIAL PUBLIC DEFENDER
Government of the U.S. Virgin Islands**



St. Croix Division
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VACANCY NOTICE

POSITION TITLE: CHIEF TERRITORIAL PUBLIC DEFENDER

LOCATION: U.S. Virgin Islands

POSTING DATE: November 20, 2025

DEADLINE: December 11, 2025

The Office of the Territorial Public Defender is accepting applications for the position of Chief Territorial Public Defender, located in the U.S. Virgin Islands. The Office operates under the authority of 5 V.I.C. § 3521 to provide defense services for indigent individuals appearing before the Judiciary.

JOB DESCRIPTION

The Chief Territorial Public Defender works under the direction and supervision of the Territorial Public Defender Administration Board.

Staff Management:

The Chief Territorial Public Defender oversees the general operations of the Office, including monitoring case assignments and caseloads; developing and implementing effective policies, practices, and procedures; and providing assistance to Assistant Territorial Public Defenders as needed to ensure high-quality public defender services for individuals who have committed criminal offenses.

Duties include administering personnel programs, conducting orientation and training, coordinating work assignments, establishing goals and standards, evaluating job performance, maintaining discipline, and informing staff of organizational developments. The position also provides guidance on technical and legal matters.

The Chief Territorial Public Defender periodically analyzes human resources needs and recommends staffing changes; interviews and hires candidates; reviews and updates position responsibilities; and ensures proper maintenance of departmental personnel files.

The Chief Territorial Public Defender also ensures that offices in each district are properly maintained and provide a safe, professional, functional work environment consistent with the mission of the OTPD.

Budget:

Under the direction of the Territorial Public Defender Administration Board, the Chief Territorial Public Defender prepares, and presents the Office's proposed annual budget to the Virgin Islands Legislature. The Chief Territorial Public Defender monitors approved budget expenditures and lobbies legislators concerning the budget and ensures proper submission and

administration of the annual budget. The Chief Territorial Public Defender certifies all expenses for Board activities. The Chief Territorial Public Defender also prepares and submits annual reports on the Office's operations as requested by the Board.

Caseload:

A primary responsibility of this position is providing legal representation and defense for indigent persons accused of committing crimes in the Territory, including juveniles. This includes interviewing defendants and witnesses, analyzing case strengths and weaknesses, determining the best defense strategies, and presenting cases in court.

The Chief Territorial Public Defender also assists in developing alternative sentencing programs; monitors rehabilitation programs; meets with Judges regarding court procedures and Territorial Public Defenders' performance; investigates and responds to complaints regarding attorneys and public inquiries of agency; continually researches changes and new developments in criminal and civil law and legal procedures; and attends relevant conferences, seminars, workshops, and related professional education and development programs.

To perform this role successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. The Office of the Territorial Public Defender of the U.S. Virgin Islands provides reasonable accommodation to qualified employees and applicants with known disabilities who require an accommodation to complete the application process or perform essential job functions unless such accommodation would cause undue hardship.

Non-essential Functions:

May occasionally respond to emergencies on a 24-hour basis; must be skilled in public speaking; and perform related duties as assigned.

REQUIREMENTS

The ideal candidate must be a graduate from an accredited law school, a member in good standing of the Virgin Islands Bar and have at least ten (10) years of experience as an Attorney, including a minimum of four (4) years of criminal trial experience, preferably in criminal defense.

Alternatively, candidates may be admitted in accordance with Supreme Court Rule (202) Special Admissions with a commitment to taking the Virgin Islands Bar Examination within six (6) months of hire.

The candidate must possess thorough knowledge of common law, Virgin Islands and federal laws, and court decisions affecting criminal law. The candidate must also have a strong knowledge of the community and other resources available to search for and find the location of individuals, and possible sources of information on property and persons involved in specific criminal matters.

Furthermore, the candidate must have thorough knowledge of criminal elements, search and seizure procedures, chain of custody, legal research methods, and the rights of the individuals involved in criminal legal proceedings. The Chief Territorial Public Defender serves as the lead trial attorney.

ABOUT THE OFFICE OF THE TERRITORIAL PUBLIC DEFENDER

Located in beautiful U.S. Virgin Islands, the mission of the Office of the Territorial Public Defender is to provide each client with high-quality legal representation that is good as or better than that provided by the best of the private bar.

The Office of the Territorial Public Defender has a host of staff members in the St. Thomas/St. John and St. Croix districts comprised of: The Chief Territorial Public Defender, Deputy Chief Territorial Public Defenders, Assistant Territorial Public Defenders, Investigators, Legal Assistant Staff, Administrative Staff, and other support personnel.

To receive more information about the Office of the Territorial Public Defender, please visit our website at <https://otpdvi.gov>.

COMPENSATION AND BENEFITS:

- Hiring wage: Based on qualifications/Negotiable
- Medical, dental, and vision insurance
- Paid annual/vacation leave (increases with length of service)
- Paid sick leave
- Paid holidays
- Retirement pension through the Government Employment Retirement Service (GERS) with 3% employer match
- Basic life, accidental death and dismemberment, and short-term disability insurance at no cost to employees
- Access to a vehicle for public defender duties
- Employee Assistance Program
- Voluntary supplemental insurance programs
- Paid Virgin Islands Bar licensing fee
- Paid membership to National Association for Public Defense

For more information on the U.S Virgin Islands area, please visit:
<https://www.visitusvi.com/official-business>

TO APPLY:

Resumes, cover letters, references, and other credentials may be sent to:

Ms. Kieran J. Isidore, Administrator

Email: kieran.isidore@otpd.vi.gov

Phone: 340-773-6312 ext. 2223 for further details



Julie Smith Todman, Esq.
Chief Territorial Public Defender

11/19/2025

Date

“Equal Opportunity Employer”