



St. Thomas/St. John Division  
3730 Altona  
Suite #200  
P.O. Box 6040  
St. Thomas, VI 00804-6040  
Tel (340) 774-8181  
Fax (340) 774-3052

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



St. Croix Division  
11225 Clifton Hill  
P.O. Box 2635  
Kingshill, St. Croix VI 00850-  
2635  
Tel (340) 773-6312

**VACANCY NOTICE**

POSITION TITLE: LEGAL SECRETARY  
LOCATION: ST. THOMAS/ST. JOHN DISTRICT  
POSTING DATE: DECEMBER 2, 2025 – DECEMBER 8, 2025  
DEADLINE: MONDAY, DECEMBER 8, 2025

**JOB DEFINITION:**

The Legal Secretary works under the direction and supervision of the Chief Public Defender, Administrator, Assistant Administrator, and the office attorneys. The Legal Secretary is responsible for work of a highly confidential nature.

**DUTIES (not all inclusive):**


- Aids in drafting and typing orders, motions, memoranda, trial briefs and correspondence relative to client's cases.
- Updates computerized program as to the present status of each case.
- Interview clients and witnesses when necessary.
- Answers the phone and take messages when necessary.
- Notifies clients of appointments with attorneys and investigators via telephone and letters.
- Other duties as assigned.

**REQUIRED EDUCATION/EXPERIENCE:**

A two-year Secretarial Certificate from an accredited secretarial school, plus two years' experience as an Administrative Assistant I or closely related class; or High School diploma or GED supplemented by seven years of clerical experience, including two years as an Administrative Secretary or closely related class.

**How to Apply:**

Resumes, cover letters, references and other credentials can be forwarded to: Renelle C. Stephens, Assistant Administrator via email @ [renelle.stephens@otpd.vi.gov](mailto:renelle.stephens@otpd.vi.gov) or Fax to (340)-774-3052 and/or hand-delivery at 3730 Altona Suite #200, St. Thomas, VI 00802. You may also contact Ms. Kieran J. Isidore, Administrator, at (340) 773-6312 ext. 2223 for further details.

  
Julie Smith Todman, Esq.  
Chief Territorial Public Defender

12/2/2025  
Date

***“Equal Opportunity Employer”***