



St. Thomas/St. John Division
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St. Thomas, VI 00804-6040
Tel (340) 774-8181
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**OFFICE OF THE
TERRITORIAL PUBLIC DEFENDER**
Government of the U.S. Virgin Islands



St. Croix Division
1-B Clifton Hill
P.O. Box 2635
Kingshill, St. Croix VI 00850-2635
Tel (340) 773-6312
Fax (340) 778-6823

VACANCY NOTICE

POSITION TITLE: SECURITY OFFICER

LOCATION(S): ST. CROIX DISTRICT AND ST. THOMAS/ST. JOHN DISTRICT
Positions are available in each district.

POSTING DATE: AUGUST 24, 2026

DEADLINE: OPEN UNTIL FILLED

The Security Officer works under the direction and supervision of the Chief Territorial Public Defender. This position supports the Office of the Territorial Public Defender's (OTPD) mission by maintaining a safe and secure environment for employees, clients, visitors, and property.

This position is responsible for operating a security screening station at the entrance to the office. Work involves screening all visitors entering the building, as well as articles brought into the facility, to help prevent security threats and maintain a safe environment within the office, building, and parking areas.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following duties are not intended to be an exhaustive list of all activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

- Directs visitors and other individuals to remove metal objects, weapons, or other prohibited items from their person as a condition of entry into the building; uses a handheld wand magnetometer to detect metallic objects during security screening.
- Conducts hand searches of carried-in purses, bags, briefcases, and other items when necessary and in accordance with established procedures.
- Notifies the appropriate supervisor and, when necessary, law enforcement personnel of unruly, disruptive, or violent individuals who attempt to enter the building.
- Conducts routine security patrols and inspections of the building; secures doors and stairwells during working hours; and assists with emergency evacuation procedures when a fire alarm or other emergency occurs.
- Maintains accurate daily activity and incident logs.
- Patrols parking areas and grounds to identify security and safety concerns, hazards, or breaches.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the functions, policies, and operations of the Office of the Territorial Public Defender.
- Knowledge of building security screening procedures and practices.
- Ability to interact firmly, professionally, and effectively with the general public while exercising tact and good judgment.
- Ability to remain constantly alert and aware of surroundings and maintain vigilance in order to immediately respond to matters requiring prompt attention.
- Ability to respond appropriately to emergencies, disturbances, and security incidents.
- Ability to prepare clear and accurate incident reports.
- Ability to stand, walk, and patrol for extended periods.
- Ability to operate security screening equipment and communication devices.
- Ability to assume additional tasks if the need arises.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information and security matters.

REQUIRED EDUCATION/EXPERIENCE:

Graduation from high school or possession of an equivalent credential, and six months to two years of experience in security, military service, law enforcement, or a related field.

HOW TO APPLY:

Applicants should submit their resume, cover letter, and other credentials to the contact for the district in which they are seeking employment. Applications may be submitted by email or mail to:

St. Croix District

Kieran J. Isidore
Administrator
kieran.isidore@otpd.vi.gov
Fax #: 340-778-6823
P.O. Box 2635, Kingshill
St. Croix, VI 00851-2635

St. Thomas/St. John District

Renelle C. Stephens
Assistant Administrator
renelle.stephens@otpd.vi.gov
Fax #: 340-774-3052
P.O. Box 6040
St. Thomas, VI 00804


Jomo Meade, Esq.
Chief Territorial Public Defender


Date

“Equal Opportunity Employer”