



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Thomas/St. John District:

Paralegal

The Paralegal is responsible for providing professional legal and administrative support for attorneys in the Virgin Islands Housing Finance Authority ("VIHFA"). The Paralegal possesses superior writing skills and knowledge of essential legal office functions such as conducting research, gathering relevant information, reviewing, and drafting legal documents in preparation for meetings, closings and legal proceedings such as hearings and trials. The Paralegal is adept at solving problems, well-organized and reliable, and provides excellent customer service.

ESSENTIAL FUNCTIONS:

The following are typical duties that the Paralegal is expected to perform, but the omission of specific duties does not exclude them from the position if the work is similar, related or is a logical assignment:

- ⇒ Conducts legal research and analyzes law sources such as statutes, judicial opinions, articles, legal scholarship, regulations, and legislation, and summarizes legal information.
- ⇒ Drafts and proofreads correspondence, court papers and other legal and non-legal documents, such as pleadings, motions, notices, discovery requests and responses to discovery requests, contracts, memorandums of agreements or understandings, stipulations, releases, waivers correspondence.
- ⇒ Coordinates with the VIHFA's Homeownership Division on its real estate closing agenda and prepares documents in preparation for real estate closings.
- ⇒ Assists with initial review of contracts for legal sufficiency.
- ⇒ Creates and maintains files organized and up to date in paper and/or electronic format.
- ⇒ Reviews and proofreads drafts and finished documents for accuracy and grammar including documents of a sensitive or confidential nature.
- ⇒ Reviews documents regarding incoming and outgoing production and discovery.
- ⇒ Performs document production and review.
- ⇒ Prepares and organizes documents with bates numbers.
- ⇒ Assembles exhibits, prepares and issuing subpoenas, prepares responses to subpoenas, takes notes, reads transcripts, and assists in preparing witnesses and/or researching and evaluating prospective jurors.
- ⇒ Files documents, such as briefs and appeals, with court and serve them on other parties.
- ⇒ Assists with projects, including preparation of court documents.
- ⇒ Investigates facts, gathers information, collects evidence, and organizes information and documents.
- ⇒ Interview clients, witnesses, or other individuals and/or drafts their statements for use in legal proceedings.
- ⇒ Serves as a liaison between clients, witnesses, experts, other parties, and the trial team during trial.
- ⇒ Coordinates with clients, witnesses, and attorneys to schedule meetings, depositions or to ensure their attendance during legal proceedings.
- ⇒ Contacts clients to investigate their cases and keep them apprised of their cases' status.
- ⇒ Assists with office administration by performing clerical tasks, such as scheduling internal and external meetings and appointments, making and receiving phone calls, photocopying, taking dictation, reviewing, drafting and responding to correspondence, and reading and routing incoming mail.
- ⇒ Develops and maintains proper indexing, docketing, filing and matter management system(s).
- ⇒ Interacts with VIHFA personnel, Board of Directors, clients, consultants, outside counsel, members of the public and others.
- ⇒ Performs other related duties and responsibilities as assigned.
- ⇒ Exercises a high level of discretion with and to maintain confidential matters.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's degree in Paralegal Studies, Business Administration or related field desirable and/or Industry recognized certification from organizations such the National Association of Legal Assistants or American Alliance of Paralegals, Inc.
- ⇒ **Experience:** Minimum of 3 years legal administrative experience. An equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Computer literate and proficient computer skills utilizing Microsoft Word, Excel, Power Point, Outlook, desktop publishing and commonly used law office management solutions; Excellent verbal, written and listening communications skills; Strong organizational skills; Ability to conduct research of case law, local and federal laws, agency policies and procedures and other legal sources; Ability to analyze information and/or data; Knowledge of content and format of legal documents; Knowledge of legal terminology, the litigation process and legal proceedings; Able to read, draft, review and edit letters, memoranda and other written materials; Familiar with electronic document management and filing systems; Proficient with printed and commonly used online legal research solutions; Well-organized and able to keep VIHFA attorneys organized; Comfortable handling large workload under time constraints; Ability to work in a fast-paced environment and multi-tasking while meeting deadlines; Ability to establish and maintain effective and professional working relationships with supervisor, other VIHFA personnel, VIHFA clients and vendors; Knowledge of standard business practices and office protocol; Ability to properly use all

standard office equipment; Excellent phone etiquette and customer service skills; Ability to use diplomacy and discretion in providing information; Able to remain calm and professional at all times, particularly in stressful situations; Capacity to work with and through people at all levels; Logical, dependable, detail-oriented, self-reliant, personable, and capable of delivering high-quality work; Ability to exercise sound, independent judgment in carrying out all functions of the position; Ability to utilize Microsoft Office (i.e., Outlook, Word, Power Point, Excel); Ability to utilize modern technological equipment (i.e., Desktop computer; photocopier); Ability to travel inter-island, including overnight stay, as necessary; High level of discretion with confidential matters; Paralegal Certificate desirable; Valid Driver's License.

SALARY: \$41,600- \$56160 per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **Application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Friday, March 17, 2023;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer