

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:**           Chauffer

**LOCATION:**                    St. Thomas/St. John District

*Interested persons should contact:*   **DIVISION OF HUMAN RESOURCES**  
[careers.stj@vide.vi](mailto:careers.stj@vide.vi)

**Deadline for applying:**       February 9, 2018

**Salary:**                        \$20,318.00 - \$29,018.00   **GRADE:** EC-08

**Union:**                         American Federation of Teachers

**DESCRIPTION**

This is work involves the operation of a vehicle transporting office personnel and visiting dignitaries of government agencies. An employee in this class is responsible for the safe operation of government assigned vehicles to convey passengers as well as mail to various destinations. Specific work assignments are given, and are checked at least once a day.

**DUTIES AND RESPOSIBILITES (NOT ALL INCLUSIVE)**

- Drives automobile to transport office personnel to and from destinations
- Delivers and picks up mail from designated points and stamps such
- Picks up supplies from government warehouse or store vendors;
- Transports the Director to and from meetings, the airport and social events;
- Performs other related work as required.

**KNOWELEDGE, SKILLS AND ABILITIES**

- Knowledge of V.I. traffic rules and regulations;
- Skill in the operation of a motor vehicle;
- Ability to read and write;
- Ability to maintain effective working relationships with associates and the general public;

## **EDUCATION AND EXPERIENCE**

- High School Diploma and three years' experience in the operation of a motor vehicle;
- Possession of a valid V.I. driver's license.

Interested persons should apply by visiting our website at [www.vide.vi/our-divisions/human-resources.html](http://www.vide.vi/our-divisions/human-resources.html) and select the appropriate application for submission procedures.

Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.**

---

*Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate*

---