

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.sttj@vide.vi

Deadline for applying: June 27, 2018

Starting Salary: \$20,318 **GRADE:** EC-08

Union: American Federation of Teachers- Support Staff

DESCRIPTION

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

DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)

- Drives automobile to transport office personnel to and from destinations
- Delivers and picks up mail from designated points and stamps said deliveries
- 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 employees 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 <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to 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
