

POSITION OPEN

**ADMINISTRATIVE OFFICER
SPOKANE, WA**

**APPLICATION DEADLINE:
SEPTEMBER 11, 2009**

Federal Defenders of Eastern Washington and Idaho is now accepting applications for an **Administrative Officer** in **Spokane, Washington**.

Federal Defenders of Eastern Washington and Idaho is the Community Defender Organization (see 18 U.S.C. §3006A(g)(2)(B)) for the Eastern District of Washington and the Northern District of Idaho. The organization is a non-profit corporation funded by a grant from the federal government and workers are not government employees. The offices provide defense services in federal criminal cases and related matters appointed by the court. The organization's main office is in Spokane, Washington, with a branch office in Yakima.

DUTIES: The Administrative Officer provides assistance and advice to the Defender on a variety of administrative and management issues. Responsibilities include but are not limited to: management and administrative analysis; financial management; personnel administration, supervision and training; space and facilities management; equipment, telecommunications and office automation management; and property, records and procurement management. Periodic travel required.

REQUIREMENTS: High school graduate or the equivalent required, college degree preferred. Must have a minimum of 3 years of general experience and 3 years of specialized experience. Educational substitutions may be considered for specialized experience. A working knowledge of Windows based word processing, accounting, payroll, excel, and other database programs is preferred.

APPLICATION DEADLINE: Must be received by September 11th. Interviews in Spokane, WA in September.

SEND APPLICATION (resume, including references and cover letter) TO:

Federal Defenders of Eastern Washington and Idaho
c/o Marissa Eglan, FDEWI
10 North Post Street, #700
Spokane, WA 99201
or marissa_eglan@fd.org

SALARY/BENEFITS: Salary commensurate with experience; health coverage (presently full coverage for employee, partial payment for dependents--percentage paid by employer depends on yearly budget); pension plan for all employees after 6 months employment and first eligible enrollment date.

**EQUAL OPPORTUNITY EMPLOYER
WOMEN AND MINORITIES ENCOURAGED TO APPLY**

08/21/09

