

FEDERAL PUBLIC DEFENDER
District of Hawaii
POSITION ANNOUNCEMENT 17-04
ADMINISTRATIVE OFFICER

The Federal Public Defender, District of Hawaii, is accepting applications for the position of Administrative Officer. The Federal Defender Organization provides legal representation to indigent persons accused of federal crimes.

The Administrative Officer acts as a principal advisor to the Federal Defender on all aspects of office administration and management. General areas of responsibility include: budget preparation and analysis; financial management; procurement management; space and facilities management; equipment, telecommunications and office automation management; records and property management.

An applicant must be a high school graduate or the equivalent and must have a minimum of three (3) years of general experience and three (3) years of specialized experience. Specialized experience could include administrative and/or management experience in one or more of the following fields: business or public administration, accounting, personnel management, information systems management or law office management. A background in accounting and budgeting is highly desirable. A working knowledge of accounting, payroll, database, and word processing software is required. Knowledge of the Judiciary Integrated Financial Management System (JIFMS) accounting system used by the federal judiciary is highly desirable, but not required.

This is a full-time graded position under the Judiciary Salary Plan with the applicable grades being from 11-13. Salary is dependent upon experience, qualifications and available funding. Employees of the Federal Public Defender are employees of the judicial branch of the federal government, are considered to be “at-will” and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation.

Please email **in PDF format** a letter of interest, resume, and the names of three references that can be contacted to lynelle.oshita@fd.org or mail to:

Office of the Federal Public Defender
300 Ala Moana Boulevard, Suite 7-104
Honolulu, Hawaii 96850

Applications must be received no later than 08/18/2017.
No telephone calls please.

The Office of the Federal Defender for the District of Hawaii is an equal opportunity employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.