

**FEDERAL PUBLIC DEFENDER  
District of Maine**

**POSITION ANNOUNCEMENT # 2017-01  
*Administrative Officer***

The Office of the Federal Public Defender for the District of Maine is accepting applications for a full-time Administrative Officer with strong managerial and administrative skills to oversee the operations of its Portland and Bangor, Maine, offices. The federal defender organization is part of the Federal Judiciary and operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services to indigent persons in federal criminal cases upon appointment by the United States District Court.

**Requirements:** The successful candidate will be a college graduate, with at least five years of progressively responsible experience, preferably in a legal setting. The successful candidate will possess skills in financial and budget management; personnel administration; procurement, office automation and case management. The Administrative Officer possesses independent judgment and discretion, resourcefulness, attention to detail, excellent communication skills, tact, and a professional demeanor.

**Duties:** The Administrative Officer assists and advises the Federal Defender in all aspects of the operation of the Office of the Federal Defender for the District of Maine, including budget development and financial management, personnel administration, procurement, office automation, case management and Judiciary compliance. Applicants should possess advanced skills in Microsoft Office or equivalent. Frequent contact with clients, the court, the CJA Panel attorneys, and the Defender Services Office (DSO) in Washington, DC, is required. Travel to the Bangor office may be required periodically.

**Selection Criteria:** In addition to the above, the successful candidate must be able to work both independently and as part of a team; develop a working knowledge of DSO reporting requirements and Federal Judiciary rules and regulations; set priorities and meet critical deadlines. Experience in criminal law is considered a plus.

**Salary and Benefits:** Salary will be commensurate with experience and qualifications of the applicant within the range of JSP-11 to JSP-13 (\$66,317 to \$94,500). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position provides a generous federal employment benefits package. Salary is payable only by Electronic Funds Transfer (direct deposit). The successful candidate will be subject to a full "high sensitive" FBI and financial background check as a condition of employment.

**How to Apply:** Qualified persons are invited to apply by electronically submitting in pdf format a cover letter and resume, including three professional references, to [infomaine@fd.org](mailto:infomaine@fd.org); or mail to: Federal Defender, P.O. Box 595, Portland, ME 04112. This position is subject to the availability of funds. **No phone calls, please.**

Applications must be received by October 23, 2017.

**The Office of the Federal Public Defender for the District of Maine is  
an Equal Opportunity Employer.**