

**ADMINISTRATIVE ASSISTANT
FEDERAL PUBLIC DEFENDER, EASTERN DISTRICT OF MISSOURI**

The Office of the Federal Defender for the Eastern District of Missouri has an opening for an **Administrative Assistant**. The office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide services of the highest quality to indigent persons in federal criminal cases. The main office is located in Saint Louis, Missouri with a branch office in Cape Girardeau, Missouri.

The Administrative Assistant (AA) assists the Administrative Officer with all aspects of office administration and management. The AA performs or supervises the performance of tasks of general management, maintenance of internal controls procedures, finance, personnel, space, telecommunications, purchasing, procurement and property management. The AA reviews publications and directives of the AOUSC, DSO, GSA and other related materials and advises the Administrative Officer concerning policies, regulations and procedures.

Applicant must be a high school graduate with a minimum of three years general and two years of specialized experience. A Bachelor's Degree in Finance or related field is preferred. Specialized experience includes administrative and/or management experience in one or more of the following fields: business administration, accounting, personnel management, or law office management. Candidate must have a working knowledge of accounting, payroll, database and word processing software; must have the ability to communicate orally and in writing. Excellent computer skills required. A working knowledge of law office operations, legal practices, methods and techniques is highly desirable.

Salary and Benefits Starting salary JSP Grade 9/1 (\$56,226) to JSP Grade 12/1 (\$72,500), commensurate with experience and qualifications. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to an FBI fingerprint check.

To apply, a cover letter describing your experience, resume and three references must be received no later than **September 25, 2017** with subject line **AA POSITION**, e-mailed to:
Margie_Kyle@fd.org

**NO PHONE CALLS ACCEPTED
Only applicants selected for an interview will be contacted.**

The Office of the Federal Defender is an Equal Opportunity Employer
Women & Minorities are strongly 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.

Position subject to funding.