



Kansas Federal Public Defender

Position Announcement

Position: Administrative Officer **Location:** Topeka or Kansas City
Announced: December 18, 2017 **Deadline:** January 08, 2018

Who We Are

We work to keep people out of prison through representation, collaboration, and education. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar crimes to terrorism. We practice holistic defense lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond.

The Kansas FPD seeks to attract and retain a high performing and diverse workforce. The Kansas FPD fosters a diverse and inclusive work environment that promotes collaboration, flexibility and fairness.

Join Our Team

We need a full-time Administrative Officer to oversee the operations of our 42-person, 3-city team. This is a high-level core-management position that offers responsibility, independence, dynamic teamwork, and generous federal benefits. Starting salary is JSP 11/1 at \$60,487 to JSP 15/1 at \$119,834, depending on experience and qualifications.

The Job

Advisor

- provide subject matter expertise, leadership, consultation, collaboration, and advisory services essential to the direction and efficient operation of the office;
- directly assist with the management of key day-to-day planning, process improvement, protocol, policy development, long-term strategic planning, operations, and special projects;
- work with managers to address and resolve issues, and improve the organization's overall program management, efficiency, and effectiveness.

Budget and Finance

- plan, manage, direct, and coordinate budget formulation, analysis, and execution;
- advise the Defender regarding the availability of funds for personnel additions, procurement of equipment, and significant expenditures for contractual services;
- monitor the office internal controls to ensure accurate documentation of processes and duties, and that those duties are properly segregated;

Supervisor

- plan, organize, staff, direct, control, and evaluate the activities of the administrative, finance, and IT staff;
- assign and review the work of staff members; train and work effectively with staff from a variety of

The Kansas Federal Defender is an Equal Opportunity Employer. Women and minorities encouraged to apply.

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- backgrounds and with different levels/areas of training;
- develop improvements or design new work methods and procedures;

Human Resources

- provide technical advice and assistance to the Defender on staffing issues, recruitment, selection, appointments, promotions, and separations;
- analyze organizational and operational problems and develop timely and economical solutions;

Procurement

- oversee procurement, contracting, and property management functions for the office;
- ensure compliance with Judiciary policy and procedures;

Space and Facilities

- coordinate construction projects and arrange office relocations, renovations, and repairs;

You Must

Be a US citizen or eligible to work in the United States;

Be a high school graduate or equivalent;

Have at least five years of administrative experience;

Have prior experience with accounts payable and budget management;

Have strong organizational skills and computer literacy, including fluency in Microsoft Excel;

Have excellent written and oral communication skills; and

Pass a full “high sensitive” FBI and financial background check.

It Would Be Great If You

Have a proven commitment to our mission;

Have a bachelor’s degree;

Have prior supervisory or human-resources experience; and/or

Have experience working in or with the federal courts.

Apply Now

Please send your letter of interest, resume, and three professional references in a single pdf document to ksfpd@fd.org by Monday, January 08, 2018. No phone calls, please.

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