

POSITION ANNOUNCEMENT 18-18
Administrative Officer
Office of the Federal Public Defender
District of Arizona
Phoenix

THE FEDERAL PUBLIC DEFENDER is accepting applications for an administrative officer to be stationed in Phoenix. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The organization has staffed offices in Phoenix, Tucson, Yuma, and Flagstaff.

Requirements. To qualify a person must have at least three years' general experience and three years' specialized experience. Some higher education from an accredited college or university, preferably with a concentration in public administration, public policy, business administration, management or a related field, may be substituted for some of the required experience. Current or prior U.S. Courts or law office experience is preferred, as is progressively more responsible administrative, technical, professional, supervisory, or managerial experience in at least one or more of these functional areas: budget and finance, human resources, purchasing or procurement. A bachelors or advanced degree from an accredited college or university is also preferred. *Appointment is subject to a satisfactory background investigation.*

Duties. Some of the duties of the administrative officer are: serves as liaison to the Administrative Office of the U.S. Courts on matters pertaining to budget, personnel, procurement and space and facilities. Develops and prepares the annual budget, spending plan, coordinates procurement, reviews and approves payment documents, develops and implements internal controls, submits monthly reports, provides technical and advisory assistance in recruitment and staffing, benefits, and training. The administrative officer also ensures adherence to federal and local procurement practices and procedures, and determines need and secures adequate office space, coordinates construction projects, maintenance and renovations, and as designated by the defender directly supervises administrative staff. Overnight travel to district offices is required.

Salary and Benefits. Starting salary will be fixed commensurate with experience and qualifications within a range from JSP-11, Step 1 to JSP-15, Step 1, currently yielding \$63,192 to \$125,191 per annum. **The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service.** The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). *Offer of employment subject to the availability of funds.*

How to Apply. Qualified persons may apply by sending via e-mail a letter of interest and resume. References will be required from candidates selected for an interview. Applicable experience should be described in detail. Send completed application to the Personnel Administrator, Federal Public Defender, District of Arizona, at HR@fpdaz.org. Announced August 17, 2018, closes September 17, 2018.

***The Office of the Federal Public Defender is an equal opportunity employer.
Women, minorities and individuals with disabilities are
encouraged to apply.***