

FEDERAL DEFENDER SERVICES OF WISCONSIN, INC.

LEGAL COUNSEL

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FEDERAL DEFENDER SERVICES OF WISCONSIN, INC. MILWAUKEE, WI ADMINISTRATIVE OFFICER

Federal Defender Services of Wisconsin, Inc. (FDSW) is accepting applications for the position of **Administrator Officer**. FDSW provides legal representation to defendants charged with federal crimes who are unable to afford counsel. We are a nonprofit corporation, funded by the Administrative Office of the United States Courts. FDSW is not an agency of the federal government and staff members are not federal employees. The Administrative Officer works out of the Milwaukee office, but also is responsible for a wide range of duties for the Green Bay and Madison offices. These duties include:

Financial:

The Administrative Officer works with the Federal Defender/Executive Direct (FD/ED) in the management of the annual budget. This work includes projecting future spending, monitoring and tracking encumbrances and expenditures, reviewing office travel, processing payables, and preparing materials for annual audits.

Human Resources:

The Administrative Officer acts as the human resource officer for the office, overseeing benefits, time and attendance records, and processing payroll. The Administrative Officer provides assessment and input to the FD/ED on current office practices and procedures, solicits and analyzes bids for benefit packages and other large acquisitions, and makes recommendations to the FD/ED. The Administrative Officer also oversees all aspects of personnel, including overall office health and wellness, and pension participation.

Procurement and Purchasing:

The Administrative Officer manages procurement, purchasing, negotiating contracts, high value purchase orders, relationships with vendors, and the office's landlords. The Administrative Officer oversees the purchase of furniture, equipment, supplies, services and maintenance and service contracts.

Staffing and General Oversight:

The Administrative Officer is required to make recommendations to the FD/ED on matters such as staffing, caseloads, hiring practices, human resource policies and general office matters.

Qualifications

Candidates must possess excellent oral and written communication skills, the ability to work in a team environment with frequent interruptions, and the ability to maintain a professional and approachable demeanor. Candidates must be able to handle a number of tasks simultaneously. A bachelor's or advanced degree from an accredited college is preferred, ideally with a concentration in public administration,

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business, or finance. A minimum of five years administrative experience is required with a preference for experience within the United States Courts or a law office.

Salary will start between \$76,409 - \$126,295 and is contingent upon experience, qualifications, and available funding. FDSW is an equal opportunity employer. To apply, please send a cover letter, résumé and three (3) references to:

Administrative Officer
WI_employment@fd.org
www.fdswi.org

Applications will be accepted through December 14, 2018. Position open until filled. **No telephone or email inquiries.** Only applicants selected for an interview will be contacted. FDSW is an equal opportunity employer. We encourage minorities and women to apply.