

Federal Public Defender
Western District of Arkansas
Fayetteville, Arkansas

Administrative Officer Position Description:

The **Federal Public Defender for the Western District of Arkansas** is accepting applications for the position of **Administrative Officer**. The FPD provides legal representation and criminal defense services to individuals charged with federal crimes in the Western District of Arkansas, who are financially unable to retain private counsel. The Administrative Officer position is located in the Fayetteville office and also oversees the Fort Smith office with some travel between. The Administrative Officer provides assistance and advice to the Defender on a variety of administrative and management issues. This is a one of a kind position reporting directly to the Federal Public Defender. The Administrative Officer is responsible for all administrative duties such as: personnel, fiscal management, space acquisition, procurement, supervision of administrative staff, tracking of time deadlines, and liaison with the CJA panel and clerk's office.

Requirements:

An Administrative Officer must possess:

1. A high school degree, a college degree is preferred.
2. A minimum of four years of related experience.
3. Strong office skills and computer literacy including WordPerfect, Word, Excel, and databases.
4. Strong written and oral communication abilities.
5. A commitment to the representation of those accused of federal crimes who are unable to afford counsel.

This position requires a person who understands all aspects of office operations, is organized, motivated, computer savvy, and willing to perform all types of office work. The successful candidate should have a background in human resources, budgeting, procurement, and preferably served in an administrative or managerial capacity.

Salary Range:

\$57,982 - \$82,642, based on qualifications and experience. This is a full time, graded position.

To Apply:

Qualified individuals may apply by sending a letter explaining your interest in the job along with a resume, three references, and salary history, by Friday, November 20, 2014, detailing your experience, emphasizing actual work performed and skills utilized. Completion of a Judicial Application may be required if selected for an interview. Only applications containing all requested materials will be considered. Materials should be sent in PDF format to Bruce D. Eddy, Federal Defender, by email to **Bruce_Eddy@fd.org**. NO TELEPHONE INQUIRIES PLEASE.

The Federal Public Defender is an equal opportunity employer. Employees are considered at-will and not covered by the Civil Service Reform Act. This position is subject to mandatory Electronic Funds Transfer (direct deposit) and includes federal benefits. Employment is subject to satisfactory background examination which may include FBI fingerprint and IRS tax check. This position is dependent on funding. Further information about the job and the office is available at <http://arw.fd.org>.