

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama

POSITION ANNOUNCEMENT
ADMINISTRATIVE OFFICER

The Office of the Federal Public Defender for the Northern District of Alabama is accepting applications for the position of Administrative Officer. The duty station will be the Birmingham Office. The Federal Public Defender Organization provides legal representation to individuals charged with federal crimes who are financially unable to retain counsel. The Administrative Officer acts as the principal advisor to the Defender on all aspects of office administration and management. General areas of direct or supervisory responsibility include: management and administrative analysis; financial management; budget preparation and analysis; personnel, payroll and benefits administration; administrative staff supervision and training; space and facilities management; equipment, telecommunications and office automation management; and property, records and procurement management.

To qualify you must be a high school graduate or the equivalent and must have a minimum of three (3) years of general experience in office administration and three (3) years of specialized experience. Specialized experience includes an administrative management position within the following fields: business or public administration, accounting, personnel management, information systems or legal management. A background in accounting and budgeting is recommended. An individual must be able to perform each essential job duty satisfactorily. A working knowledge of Windows-based word processing, accounting, payroll and database programs is required.

Salary is dependent on experience, qualifications and available funding. Starting salary commensurate with experience in accord with AO, US Courts guidelines (grade range 11-13); relevant education may be substituted for experience. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer.

Please send a cover letter, resume and the names of three references to:

Kevin L. Butler

Federal Public Defender

505 20th Street North, Suite 1425

Birmingham, AL 35203

PLEASE NO TELEPHONE OR EMAIL INQUIRIES

Application Deadline: February 20, 2017

(Applications received after this date may be considered if position has not been filled.)

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER