



**FEDERAL PUBLIC DEFENDER**  
*Northern and Southern Districts of Iowa*

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**POSITION ANNOUNCEMENT 2405**

*ADMINISTRATIVE OFFICER*

*\*EXTENDED DEADLINE\**

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The Federal Public Defender for the Northern and Southern Districts of Iowa seeks applicants for the position of Administrative Officer. The start date is February 2025.

**ABOUT US:** The Federal Public Defender Office operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.



**JOB DESCRIPTION:** The Administrative Officer manages the administration and operations in support of four law offices and supports our mission of providing diligent, zealous, and respectful criminal defense representation. The Administrative Officer is a one-of-a-kind position. We are looking for a leader who can act independently, manage finite resources effectively, and understand the relationship between the Federal Public Defender Office and the U.S. Courts system.

**DUTIES AND RESPONSIBILITIES:** The Administrative Officer acts as the principal advisor to the Federal Defender on all aspects of office administration and management, and ensures compliance with national, state and local policies by acquiring knowledge of current requirements and staying informed of changes to the *Guide to Judiciary Policy*, applicable state and federal statutes, GSA rules and regulations, and directives from the Administrative Office of the U.S. Courts, Defender Services Office, and other agencies as needed.

**General administration, management, and supervision**

- Directly assists with day-to-day operations, process improvement, policy development and short- and long-term strategic planning.

- Supervises and/or directs administrative, financial, human resources and IT functions.
- Works to recognize issues and improve office management, efficiency and effectiveness.
- Develops and maintains internal controls to ensure adequate separation of duties exist for financial, procurement, property management and human resource functions.

### **Budget and financial management**

- Manages financial operations, develops spending plans and oversees accounting functions, including the disbursement of appropriate funds.
- Formulates the annual budget, analyzes staffing needs and resource allocation and prepares hiring plans.
- Prepares monthly budget reports, variance reports, status of funds reports and workload reports for review and approval by the Federal Defender.

### **Procurement and property management**

- Oversees procurement, contracting, and property management functions of the office in compliance with judiciary procurement policy and procedure.
- Trains and supervises employees responsible for various procurement and property duties.

### **Human resources and personnel management**

- Provides the Federal Defender technical and advisory assistance in the areas of recruitment, selection and staffing, classification and compensation, benefits, performance management, grievance and EDR procedures, and employee relations.
- Provides technical expertise and advice to the Federal Defender on issues such as employee development and promotion, position standards and classification.
- Coordinates and oversees a comprehensive onboarding program for all new employees and conducts performance evaluations for administrative staff.

### **Property / Space and Facilities management**

- Liaison to the Administrative Office of the U.S. Courts, GSA, DSO and other interested parties on space and property issues including construction projects, office relocations, renovations and repairs, and security.
- Determines need and secures adequate and suitable office space.

**REQUIREMENTS AND QUALIFICATIONS:** To qualify for the position, a person must be a high school graduate or the equivalent and must have a minimum of three years general and three years specialized experience. Some higher education may be substituted for general experience. Must have a working knowledge of law office operations, legal practices, methods and techniques. Applicant must be a U.S. citizen or eligible to work in the United States.

**SELECTION CRITERIA:** In addition to meeting the position requirements and qualifications, the successful applicant must be able to work individually and collaboratively and perform their responsibilities with a strong sense of ethics, integrity and confidentiality. The successful applicant must be a self-starter and analytical thinker who identifies issues and works to resolve them; if they don't know the answer to a question, they pursue self-education and seek assistance until a solution is found. They are organized and able to handle multiple tasks. Current or prior Federal Public Defender, law office or court experience is preferred. **Preference will be given to applicants with a bachelor's or advanced degree from an accredited college or university.**

**BACKGROUND CHECK:** The selected candidate will be subject to a background check or investigation and subsequent favorable suitability determination as a condition of employment. Employment will be considered provisional until favorable suitability is confirmed.

**SALARY AND BENEFITS:** Salary is commensurate with experience and responsibilities. Benefits include health and life insurance, retirement, the Thrift Savings Plan, 11 paid federal holidays, and generous annual and sick leave. Employees are required to use Electronic Funds Transfer for payroll direct deposit.

**APPLICATION PROCESS:** Electronically submit resume, cover letter and three references in a single PDF by October 9, 2024, to Denise\_Fest@fd.org. The email subject line must read: Position announcement 2405. Preference will be given to applications received by October 9, 2024, however the position is open until filled. Only applicants considered for an interview will be contacted. No telephone calls, please.

***The Federal Public Defender is an equal opportunity employer.***



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