POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

POSITION #: 2014-6-ADMINISTRATIVE ASSISTANT– SEATTLE, WA
ANNOUNCED: September 16, 2014
CLOSES: When Filled

The Federal Public Defender Office for the Western District of Washington is seeking an experienced Administrative Assistant for our Seattle office. This job is a full-time position and is contingent on federal funding. The Federal Public Defender Office provides quality defense services in federal criminal cases and related matters in the federal courts. Further information about the office and this job are available at http://waw.fd.org.

The Administrative Assistant provides assistance and advice to the Defender, Administrative Officer and other administrators on a variety of administrative and management matters related to policy, finance, procurement and personnel practices and procedures. Responsibilities include, but are not limited to, managing the day-to-day operations of the office’s accounting functions by preparing and reviewing payment vouchers while ensuring accuracy and appropriateness; maintaining and analyzing accounting records; providing documentation for expenditures; reviewing and reporting on government regulations and drafting policies and providing assistance in the areas of recruitment, hiring, orientation and employee relations for staff and interns.

This position requires financial or bookkeeping experience and substantial experience with Microsoft Word, Excel and Adobe Acrobat. Knowledge of legal terminology, court rules and protocols is desired. Candidates must be detailed oriented, motivated and have excellent communication, organizational and people skills. Professionalism and a commitment to the defense of indigent criminal clients is expected.

To qualify, the applicant must be, at a minimum, a high school graduate and have at least three years of general experience and two years of financial or program management. Experience can be substituted as noted in the job description.

The salary range is $51,135. to $74,154. Salary will be based on qualifications, experience and education. Federal benefits apply. The position is subject to mandatory Electronic Funds Transfer (direct deposit). Employment will be considered provisional pending the successful outcome of a background fingerprint check.

Qualified persons may apply by submitting a letter of interest, resume and two work references (including names, addresses and telephone numbers) to the following e-mail address:

wawpersonnel@fd.org

Priority consideration date for applications is October 24, 2014.

NO INQUIRIES PLEASE.
The Federal Public Defender is an Equal Opportunity Employer.
Women and Minorities are Encouraged to Apply.