

FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF WEST VIRGINIA

Federal Public Defender
WESLEY P. PAGE

First Assistant Federal Public Defender
DAVID R. BUNGARD

Senior Litigator
LEX A. COLEMAN

ROOM 3400, UNITED STATES COURTHOUSE
300 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25301-2523
Phone: (304) 347-3350
Fax: (304) 347-3356
Website: <http://wvs.fd.org>

Appellate Counsel
JONATHAN D. BYRNE

Assistant Federal Public Defenders
RACHEL E. ZIMAROWSKI
CLINT CARTE
EMILY L. SZOPINSKI
CHRISTOPHER W. MAIDONA

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POSITION ANNOUNCEMENT 2025-02

ADMINISTRATIVE OFFICER

The Federal Public Defender for the Southern District of West Virginia, at Charleston, is accepting applications for the position of Administrative Officer. The Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

The Position: The Administrative Officer is a one-of-a-kind position within the office. We are looking for a leader who can act independently and who understands the challenges associated with managing and providing administrative leadership one staffed office of up to seventeen employees, while supporting the office's mission to zealously and actively represent clients targeted or charged with federal crimes through all stages of their prosecution and defense. This high-level manager will report to, and collaborate with, the Federal Defender to oversee the operations of the Federal Public Defender Office, a federal agency within the United States Courts system. Duties of the position include the following:

General Administration, Management, and Supervision:

- Acts as the principal advisor to the Federal Defender on all aspects of office administration and management.
- Directly assists with key day-to-day planning, process improvement, policy development, and short and long-term strategic planning.
- Works with management to recognize and address issues, and to improve the organization's overall management, efficiency, and effectiveness.
- Develops and maintains internal controls to assure segregation of financial, procurement, property management, and human resource functions.
- Supervises and directs administrative, financial, human resource, and IT functions.

Budget and Financial Management:

- Manages the financial operations of the Federal Defender Office.
- Plans, directs, and coordinates budget formulation, analysis, and execution.
- Analyzes long-range budgetary and organizational emphasis, including staffing needs and resource allocation. Prepares financial plans and staffing patterns and develops caseload projections in conjunction with budget plans.
- Manages and oversees day-to-day accounting functions, including the disbursement of appropriate funds for the Federal Defender Office. Prepares and reviews vouchers for payment, ensuring accuracy and appropriateness.

- Develops and monitors monthly variance reports, status of funds reports, and monthly reconciliation reports for review and approval by the Federal Defender.

Human Resources and Personnel Management:

- Provides the Federal Defender with advisory assistance in the recruitment and selection of staff, position classification and compensation, employee performance and evaluation, grievance and EDR procedures, education about and use of employee benefits, and the implementation of personnel policies and procedures for the Federal Defender Office.
- Develops and administers procedures for recruitment and selection of applicants for position vacancies.
- Recommends personnel policies to the Federal Defender in matters such as: performance management, standards of conduct, disciplinary proceedings, and employee development and promotion.
- Maintains the integrity and confidentiality of personnel files and records.
- Works with the Administrative Office of the US Courts to implement staff promotions, raises, changes in benefits, etc.

Procurement of Government Goods and Services:

- Determines need and ensures procurement of supplies, equipment, furnishings, and professional contract services from government and non-government sources while following established policies and procedures for procurement.
- Develops and maintains training requirements for procurement to ensure staff follow judiciary guidelines.
- Trains and supervises employees responsible for various procurement duties according to Judiciary policy and requirements.

Space & Facilities:

- Organizes and manages property inventories in compliance with judiciary policies and guidelines.
- Works with the General Services Administration to design, fund and build new office space as required.
- Partners with the US Marshals service to provide security systems in all staffed offices.

Qualifications: The position requires a High School Diploma and three years of general experience as well as three years of specialized experience to qualify at the grade 11 entry salary. A bachelor's degree from an accredited college or university can be substituted for the three years of general experience. Post-bachelor's degree education can be substituted for specialized experience. One full time academic year will qualify for nine months of specialized experience, as long as it is in a related field (Public Administration, Criminal Justice, Business Administration).

In addition to meeting the position requirements, the selected applicant must be self-motivated, attentive to detail, and capable of working in a fast-paced law office environment. The selected applicant must have excellent oral and written communication skills; a general understanding of office confidentiality issues, such as attorney/client privilege; and the ability to exercise good judgment in a mature and diplomatic manner. The most desired candidate will have federal judiciary financial experience, management experience with a diverse group of legal professionals, familiarity, and knowledge of the federal criminal court process, and demonstrate knowledge of the rules and regulations of the Federal Judiciary and how they apply to the Federal Public Defender Office. This includes application and use of sophisticated web-based programs for case tracking; HR, salary, and benefits programing; and the expenditure and tracking of office funding received annually. Regular computerized reports to the Defender Services Office located in Washington D.C. are due on a monthly basis.

Conditions of Employment: This is a high-sensitive financial position within the Judiciary and requires a full background investigation with periodic updates every five years. Appointment to the position is contingent upon the successful completion of this investigation, including an FBI name and fingerprint check. An applicant must meet US citizenship or immigration status requirements and be eligible to receive direct-deposit compensation as a federal employee. Employees of the Federal Public Defender Office are in the excepted service, are considered “at-will” employees, and are not covered by the Civil Service Reform Act. This position will be filled subject to the availability of funds.

Salary and benefits: This is a full-time, permanent position, and federal salary and benefits apply. This position is subject to mandatory electronic transfer (direct deposit) of net pay. Salary is based on the Judicial Salary Plan and is commensurate with experience and qualifications (Grade 11-14; approx. \$73,939 to \$161,889).

How to Apply: Qualified persons may apply by submitting a letter of interest, resume, and three professional references to: Federal Public Defender, Attention: Wesley P. Page, Federal Public Defender, Robert C. Byrd United States Courthouse, Room 3400, 300 Virginia Street, East, Charleston, WV 25301. Electronic submissions are preferred and should be sent to wvs_recruiting@fd.org.

Posting Date: July 21, 2025; applications must be received by **August 1, 2025**. The position will be filled upon authorization from the Administrative Office of the U.S. Courts, Defender Services Office and is subject to the availability of funds. All responses will remain confidential. The Federal Public Defender Office is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interview process, please contact Federal Public Defender Wesley P. Page at 304-347-3350.

The Office of the Federal Public Defender is an Equal-Opportunity Employer