



## **POSITION ANNOUNCEMENT** **ADMINISTRATIVE OFFICER**

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The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Administrative Officer to be duty stationed at the headquarters office in Harrisburg, Pennsylvania. The position will require travel to staffed branch offices in Scranton and Williamsport and overnight travel outside the district as needed for training and administrative meetings and conferences. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the federal courts to represent individuals unable to afford counsel.

**Requirements:** Minimum requirements include 6 years of total experience with at least 3 of those years demonstrating: a comprehensive knowledge of administrative management, financial and audit principles, practices, methods, and techniques; the ability to identify, analyze, evaluate, interpret, and become proficient in pertinent facts, regulations, policies, and precedents applicable at local and national levels; the use of skill and judgment in the analysis of management issues and advising the Federal Public Defender regarding same; a comprehensive knowledge of and ability to develop and implement fiscal processes, including budget preparation and management, internal controls and auditing, office automation, property management, telecommunications, procurement, personnel management, and operations in a legal environment; experience as an administrative manager performing progressively responsible duties; ability to supervise other administrative employees; advanced analytical, writing, communications, and organizational skills; an ability to work in a professional and diplomatic manner with others, both within and outside the office, and as part of a team; and a commitment to the indigent defense legal work performed by the office. A college degree in management, finance, business or public administration, or the equivalent is preferred. Applicants should be proficient in financial accounting, statistical, case management, and human resource applications, Microsoft Word and Excel, and Acrobat.

**Salary and Benefits:** This position is full time with federal benefits and salary (via mandatory electronic funds transfer/direct deposit) commensurate with experience and qualifications within a range of JSP Grade 11 through Grade 15, currently at \$67,183 and \$133,097 per annum, respectively. This is an at-will position that does not carry the tenure rights of the competitive civil service. A final offer of employment is subject to an extensive background check, including an FBI fingerprint check, and is dependent on the availability of funding.

**How to Apply:** Qualified persons may apply by sending a letter of interest and a resume with experience described in detail and references, to:

**Federal Public Defender's Office  
Attention: Administrative Officer  
100 Chestnut Street, Third Floor  
Harrisburg, PA 17101**

**No telephone calls or e-mails please.**

→ **Priority given to applications received by August 31, 2022.**

Interviews are tentatively scheduled to be held in Harrisburg the week of September 19, 2022, with a start date as soon as reasonably possible, but preferably no later than October 24, 2022.

**The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.**