FEDERAL PUBLIC DEFENDER

CENTRAL DISTRICT OF CALIFORNIA 321 EAST 2nd STREET LOS ANGELES, CALIFORNIA 90012-4202 213-894-2854 213-894-0081 FAX

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Vacancy Announcement:

Position: Administrative Assistant **Location:** Los Angeles, CA **Deadline:** Rolling

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time Administrative Assistant to join the Administrative Unit. The office's Administrative Unit supports over 220 employees across three offices in Los Angeles, Santa Ana and Riverside. The selected candidate will be stationed in Los Angeles. The Federal Public Defender's Office is committed to the pursuit of justice by advocating for the constitutional rights and inherent dignity of individuals who are accused or convicted of crimes or sentenced to death and cannot afford to pay for a lawyer.

The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

Job Duties: The Administrative Assistant position will support the Administrative Officer with all administrative, financial, and building management duties. More specific duties may include: addressing and logging building and security matters, updating databases and spreadsheets accurately and efficiently, managing fleet cars, generating and analyzing financial reports, offering backup support for travel and procurement requests, participating in internal control assessments and audits, performing all other duties as assigned by the Administrative Officer, and adapting to the evolving needs and contributing to the overall efficiency of the administrative unit operations. Administrative Assistants must be available to work during regular business hours, and when necessary, during evenings and weekends.

Requirements: All applicants must have graduated from an accredited school with a bachelor's degree in accounting, finance, business administration or a related field and have a minimum of two years of specialized experience and knowledge of finance and accounting procedures, guidelines, policies, and practices. Extensive relevant experience may substitute a bachelor's degree. A high level of computer literacy is required.

Selection Criteria: Successful applicants demonstrate an interest in social justice, civil rights, or indigent defense; must have excellent communication and interpersonal skills; an ability to organize work and set priorities to meet critical deadlines; capable of learning new technological tools, when needed; able to work independently and take initiative; and works well in teams. A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here: https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see http://www.uscourts.gov/careers/benefits. After completion of a successful probationary period, eligible employees may elect to telework up to two days per week, subject to certain conditions.

How to Apply: Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtemoc Ortega, Federal Public Defender, at <u>employment@fpdcdca.org</u> with the subject line: **ADMIN ADMINISTRATIVE ASSISTANT APPLICATION**. Applications will be accepted on a rolling basis. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. No phone calls please.

Please visit our careers page at https://fpdcdca.org/careers/current-openings/ for more opportunities.