



OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
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Federal Defender

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Chief Assistant Defender

CHARLES J. LEE
Fresno Branch Chief

POSITION ANNOUNCEMENT #19-010
ADMINISTRATIVE ASSISTANT

The Office of the Federal Defender for the Eastern District of California is now accepting applications for a full-time **Administrative Assistant** for its Fresno Office to start October 1, 2019, at the earliest. The Office of the Federal Defender operates under the Criminal Justice Act, 18 U.S.C. § 3006A, representing indigent persons in federal criminal cases and related court matters.

The Administrative Assistant will perform a variety of administrative and management tasks relating to policy, personnel, operations, case openings and closings, office space, finance, office property, and purchasing. Duties include, but are not limited to:

- Office administration and management: working with our Sacramento office administrative staff; ensuring adherence to office policies and procedures; maintaining and monitoring of internal controls and assisting with audits and assessments; and responding to administrative inquiries from staff and other organizations.
- Financial management: gathering information for office purchases and staff travel; preparing and reviewing financial and travel obligation requests and vouchers to process and pay; contracting with outside vendors, ordering supplies, and checking inventory.
- Personnel duties: maintaining employee files; working with Sacramento FD-CAE administration, the 9th Circuit and Administrative Office of the U.S. Courts in answering employee human resources inquiries and offering information regarding services and benefits; and assisting newly hired employees with training and orientation.
- Office space maintenance: identifying staff furniture and physical office space needs; interacting with Sacramento FD-CAE administration, General Services Administration (GSA) and our building's property management for space emergencies, maintenance, repairs, and improvements.
- Electronic and physical client case management: these require using justiceworks' defenderData (dData) program and the federal court's CM/ECF filing system. This means opening and closing cases in dData; running conflict checks on all incoming cases; entering client & case information into dData; analyzing, organizing and preparing new physical case files for attorney assignment; electronically filing assigned attorney appearance notifications; working with assistant paralegals to daily update case court hearings/deadlines and time; closing both the physical and dData case files at case's end; working with and backing up our CJA administrator; and preparing reports as required.

Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; effectively communicate with co-workers, outside agencies, court personnel, and the

public (including clients and client families); has a demonstrated work history of dependability, initiative, and responsibility; is a team player; is familiar with electronic court filing systems; and has an interest in indigent criminal defense and compassion for our work and clients. Applicants must possess strong technology skills and be eager to learn and master new software. This position requires proficiency with Microsoft Word. Experience with Microsoft Excel and Adobe Acrobat Professional is preferred. The ability to exercise good judgment, act with diplomacy, and maintain confidentiality is essential.

Spanish language proficiency, both written and verbal, is very strongly preferred.

Candidates must have at least a high school diploma and three years of general experience, as well as a minimum of two years of performing progressively responsible duties related to the listed responsibilities. Some higher education may be substituted for experience. Candidates must have good oral and written communication skills and strong interpersonal skills. The position requires familiarity with legal terminology, court procedures, and court rules. Candidates must be a U.S. citizen or a permanent resident in the process of applying for citizenship. The selected candidate will be subject to a background check as a condition of employment.

This is a full-time permanent position with federal salary based on qualifications and experience starting at a JS-9/1 \$51,440 and promotional potential to JS-12/1 \$74,596. Federal government benefits apply, including health, life, and long-term care insurances, retirement benefits, thrift savings program, and flexible spending accounts. Direct pay deposit required.

Position announced on 9/6/19 and is open until filled, with preference given to applications received by 9/13/19. Only applicants selected for interview will be contacted. Applicants will be notified before any communication with listed references.

To apply, please submit as a single Adobe pdf file a cover letter, résumé, three references, and a completed *Application for Judicial Branch Employment form (AO78)*, http://www.cae-fpd.org/AO_78.pdf, to the following email:
cae_hr@fd.org

The Office of the Federal Defender is an equal opportunity employer. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.