

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

**POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT**

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Administrative Assistant, for the office in Tulsa, Oklahoma. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Job Description and Qualifications: The Administrative Assistant will provide assistance to the Defender and/or Administrative Officer in a variety of administrative and management matters regarding policy, personnel, operations, finance, and property and procurement.

To qualify for the position of Administrative Assistant, a person must be a high school graduate or the equivalent with a minimum of three years general office experience and two years of specialized experience. Candidates should be proficient in Microsoft Word, Adobe Acrobat and Microsoft Excel.

Salary and Benefits: Federal salary and benefits apply. Starting salary ranges from JSP 9 to 12, depending on experience. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment. Offer of employment is subject to the availability of funds.

How to Apply: To be considered for this position, qualified persons may apply by submitting a letter of interest and resume (including three personal and professional references). Applications may be submitted in either paper or electronic form to:

Julia O'Connell
Federal Public Defender
1 West 3rd Street, Suite 1225
Tulsa, OK 74103-3532

or

OKNresumes@fd.org

Applications must be received no later than 5:00 p.m. Central Time June 1, 2018.

The Federal Public Defender is an Equal Opportunity Employer