The Office of the Federal Defender for the Eastern District of Missouri has an opening for an **Administrative Officer**. The office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide services of the highest quality to indigent persons in federal criminal cases. The main office is located in Saint Louis, Missouri with a branch office in Cape Girardeau, Missouri.

The Administrative Officer assists the Defender with all aspects of office administration and management. The AdO performs or supervises the performance of tasks of general management, maintenance of internal controls procedures, finance, personnel, space, telecommunications, purchasing, procurement and property management. The AdO reviews publications and directives of the AOUSC, DSO, GSA and other related materials and advises the Defender concerning policies, regulations and procedures.

Applicant must be a high school graduate with a minimum of three years general and three years of specialized experience. A Bachelor’s Degree in Finance or related field is preferred. Specialized experience includes administrative and/or management experience in the following fields: business administration, accounting, personnel management or law office management. Candidate must have a working knowledge of accounting principles, practices, methods and techniques; payroll; and database and word processing software. The ability to communicate orally and in writing is required. Excellent computer skills required. A working knowledge of law office operations, legal practices, methods and techniques is highly desirable.

Salary and Benefits Starting salary JSP Grade 11/1 ($65,597) to JSP Grade 15/1 ($129,956), commensurate with experience and qualifications. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to an FBI fingerprint check.

To apply, a cover letter describing your experience, resume and three references must be received no later than **August 30, 2021** with subject line **ADMINISTRATIVE OFFICER POSITION**, e-mailed to:

Margie_Kyle@fd.org

**NO PHONE CALLS ACCEPTED**

Only applicants selected for an interview will be contacted.

The Office of the Federal Defender is an Equal Opportunity Employer

Women & Minorities are strongly encouraged to apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Position subject to funding.**