

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

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POSITION ANNOUNCEMENT
EXECUTIVE ADMINISTRATIVE ASSISTANT/PROJECT MANAGER – DENVER, COLORADO

The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time Executive Administrative Assistant/Project Manager to join our Denver office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving our clients with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

Job Description: The Executive Administrative Assistant will be responsible for the following duties:

- Providing administrative, scheduling, travel, and secretarial support to the Defender;
- Coordinating and supporting Defender projects, including meetings and conferences;
- Preparing routine reports and tracking administrative deadlines;
- Supporting research and compilation of statistical data;
- Developing relationships with other offices and agencies;
- Working with attorneys on PACER/CM-ECF accounts;
- Improving systems and procedures to increase efficiency in office operations;
- Supporting the financial, human resources, and procurement positions;
- Serving as the point-of-contact for administrative inquiries; and
- Providing expanded administrative duties where necessary.

Our office environment is positive, collaborative, and client-centered, with opportunities for professional growth and advancement. This is an in-person, full-time position located in our Denver office.

Requirements and Qualifications: The successful candidate will have a high school diploma or equivalent; however, a bachelor's degree is preferred. In addition to the education requirements, the successful candidate will have at least three years of general office experience and at least two years of specialized experience. Fluency in Outlook, Excel, PowerPoint, Word, and Adobe Acrobat is required.

A working knowledge of Tableau, the PACER/CM-ECF system, and the U.S. Courts' applications and systems is helpful but not required. The ideal person for this position must have the aptitude to collaborate/communicate well with others, work quickly and accurately within a limited time frame, work independently, and exercise mature judgment. Attention to detail, strong organizational skills, maintaining confidentiality, and balancing multiple tasks are essential functions of the position.

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS tax check.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 9 (\$66,670-\$86,670), JSP Grade 11 (\$80,665 - \$104,861), and JSP Grade 12 (\$96,684 - \$125,685). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and multiple health insurance options, life, disability, long-term care, dental, and vision insurance.

How to Apply: Qualified individuals should submit a letter of interest and resume, in .pdf format, to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject Reference should be Executive Administrative Assistant/Project Manager Position – Denver.

Updated position posted on April 23, 2024 – Open until filled.

The Federal Public Defender is an equal opportunity employer.