

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama

POSITION ANNOUNCEMENT
PROCUREMENT AND RECORDS ADMINISTRATOR

The Office of the Federal Public Defender for the Northern District of Alabama is accepting applications for the position of Procurement and Records Administrator. The duty station will be the Birmingham Office. The Federal Public Defender Organization provides legal representation to individuals charged with federal crimes who are financially unable to retain counsel. The Procurement and Records Administrator provides assistance and advice to the Defender and/or Administrative Officer in matters of property procurement and compiles, analyzes and maintains office records and case statistics. General areas of responsibility include: acquisition, maintenance and inventory of furnishings, supplies, library materials and equipment; management of property and procurement activities; relocation and construction project management; maintenance of case records and case statistics; and staff training on procurement and case data issues.

To qualify you must be a high school graduate or the equivalent and must have a minimum of three (3) years of general experience in office administration and three (3) years of specialized experience. Specialized experience includes an administrative management position within the following fields: business or public administration, accounting, personnel management, information and data systems or legal management. A background in accounting, budgeting or statistical analysis is recommended. An individual must be able to perform each essential job duty satisfactorily. A working knowledge of Windows-based word processing, accounting, payroll and database programs is required. Travel to the Huntsville branch offices may be required.

Salary is dependent on experience and qualifications. Starting salary commensurate with experience in accord with AO, US Courts guidelines (grade range 9-12); relevant education may be substituted for experience. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer.

Please send a cover letter, resume and the names of three references to:

Kevin L. Butler
Federal Public Defender
505 20th Street North, Suite 1425
Birmingham, AL 35203
PLEASE NO TELEPHONE OR EMAIL INQUIRIES

Application Deadline: September 24, 2018

(Applications received after this date may be considered if position has not been filled.)

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER