FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.
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CHRISTINE A. FREEMAN
Executive Director

POSITION ANNOUNCEMENT
SUPERVISORY ADMINISTRATIVE ASSISTANT

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for the position of Supervisory Administrative Assistant. This organization is a non-profit corporation providing legal representation to indigent persons in federal criminal cases and on criminal matters in federal court and to death-sentenced state prisoners challenging their convictions and sentences in federal court.

The Supervisory Administrative Assistant supervises administrative subordinates and provides assistance and advice to the Defender in a variety of administrative and management matters regarding policy, personnel, operations, finance, property, purchasing and procurement, and/or office operations, and other duties as defined. Criteria for employment include at least a high school degree, three years of general administrative experience, five years of specialized experience relating to one or more of the above areas, the abilities to supervise others and to analyze and apply policies and procedures, and the ability to perform essential job duties satisfactorily. The primary duties of this position are the management of financial affairs of the organization, enforcement of internal controls, selection and supervision of benefits, maintenance of personnel and other administrative records, and preparation of monthly financial and audit reports. Accounting experience would be helpful.

Employees of this program may not engage in other full-time employment or litigation assistance for hire. Starting salary for this position depends on experience and is within the range of $50,590 to $98,886. This office provides excellent benefits. To apply, send a letter describing your interest in the position and a resume to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position. The starting date for this position is anticipated to be around July 15, 2019.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of age, gender, race, national origin, ethnicity, sexual orientation, religion or disability. This organization is committed to hiring and maintaining a diverse workforce.