

TEMPORARY DUTY ASSIGNMENT

Defender Services Office TDY- Program Operations Division

Assignment Type: Temporary Duty Assignment

Number of Positions: 1

Assignment Office: Defender Services Office

Assignment Location: Washington, DC

Assignment Length: More than six months

Work Schedule: Full-time

Telework: Full telework

The Defender Services Office (DSO) is seeking a candidate for a Temporary Duty (TDY) position to assist DSO with supporting federal defender offices. This TDY position will primarily assist with: Conducting research and developing written policies and procedures regarding the administrative operations of FDOs consistent with U.S. Judicial Conference requirements; Updating administrative policies and manuals that govern the operations of FDO's, advising management on the implementation of such policies, and taking responsibility for making needed changes where necessary; Providing written and oral guidance to FDOs, court officials, and AO personnel regarding case management policies, procedures, and other information applicable to FDOs; Collecting, reviewing, interpreting, evaluating, and integrating data from multiple sources. Developing methods of evaluating the validity, accuracy, and reliability of a broad array of information for translation into intelligence relevant to the organization. Working closely with DSO data and budget analysts to ensure the highest quality of data analysis, projections, and information management. The temporary duty program is designed to benefit FDOs by enhancing their staffs' knowledge about the CJA's implementation, including training matters as well as other policy and procedural issues affecting CJA panel attorneys and FDOs. In addition, the program enhances communication and expands the working relationship between the DSO and the federal defender community.

Desired Qualifications:

- Experience working with data-rich problems through research or programs.
- Ability to successfully complete projects with large or incomplete data and provide solutions.
- Strong written and verbal communication skills.

- Ability to collaborate on analysis tasks.

Submit the following information to apply:

1. A resume
2. A 300-word essay outlining your experience and responsibilities as an FPDO employee

Please apply [here](#) . You must be logged on to the judiciary network as this is an internal announcement.

Contact Information: Adriane Cleveland Administrative Specialist AO (202) 502-3033