

# OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

---

## Vacancy Announcement: Administrative Officer

Office of the Federal Public Defender, 810 Broadway, #200, Nashville, Tennessee

Application Deadline: Open until filled, with preference to applicants who apply by **July 22, 2025**  
**Position No. 2025 - 01**

---

The Federal Public Defender for the Middle District of Tennessee is accepting applications for the position of Administrative Officer.

The Administrative Officer reports directly to the Federal Public Defender in the furtherance of our mission to provide zealous representation for our clients. The Administrative Officer manages the administration and operations of the office, to include finance and procurement, human resources for 50+ staff members, space/facilities, and IT.

We are looking for a leader who can manage finite resources effectively, supervise and promote the professional development of support staff and IT staff, and lead the office's human resources initiatives.



**About the Office:** Our office consists of three units.

- The Federal Public Defender for the Middle District of Tennessee provides legal representation to persons financially unable to retain counsel in federal criminal and related proceedings. Representation includes legal, investigative, expert, and other services as necessary to meet the demands of the case and the needs of the client.
- Our office is home to an active Capital Habeas Unit, representing individuals in various state courts that have been sentenced to death. Representation includes the investigation and presentation of constitutional claims in federal court as well as end-stage representation when an execution date is set.
- Our office serves as the host office for the Capital Resource Counsel, a ten person national project of the Defender Services Office.

**Responsibilities Include:** The Administrative Officer is the principal advisor to the Federal Defender on all aspects of office administration and management. The Administrative Officer ensures compliance with national and local policies and must be familiar with the requirements of the *Guide to Judiciary Policy*, applicable state and federal statutes, GSA rules and regulations, and directives from the Administrative Office of the U.S. Courts, Defender Services Office, and GSA.

General administration, management, and supervision:

- Directly assists with daily operations, process improvement, policy development, and strategic planning.
- Trains and supervises staff responsible for administration, finance, and human resources.
- Works to recognize issues and improve office workflow, efficiency, and effectiveness.
- Develops and maintains internal controls for the office to ensure adequate separation of duties exist for financial, procurement, property management, and human resource functions.
- Manages the legal assistants, the CJA Panel Administrator, IT manager, receptionist, human resources staff, and financial and procurement staff.

Budget and financial management:

- Develops spending plans and oversees accounting functions, including the disbursement of appropriated funds.
- Formulates the annual budget, analyzes staffing needs and resource allocation, and prepares hiring plans.
- Prepares monthly variance reports, electronic status of funds reports, and workload reports for review and approval by the Federal Defender.
- Serves as point person for cyclical fiscal audits, annual internal controls reviews, and Defender Services Office's program assessments.

Human Resources:

- Advises on position classification and compensation, employee evaluations, benefits administration, and personnel policies.
- Assists in developing strategies to recruit and retain a qualified and diverse workforce.
- Collaborates on planning and implementing staff training and development.
- Leads a comprehensive onboarding program for all new employees and interns, and facilitates staff offboarding processes, including retirements.

Procurement and government goods and services:

- Determines the need for, and directs the procurement of supplies, equipment, furnishings, and professional services in compliance with judiciary procurement policy.
- Serves as Contracting Officer levels 1, 2, and 3 along with the Financial Administrator.
- Citibank Program point of contact for the office and tracks training records.
- Serves as liaison to GSA in the areas of leasing, build-out, renovations, maintenance concerns, and space management.

Property Management / Inventory:

- Directs inventory management via the Custodial Officer and Disposal Officer to manage accountable property inventory.

Information Technology:

- Collaborates with Supervisory Computer System Administrator, Computer System Administrator, and their staff to determine training needs for the office and needs for purchase of technology upgrades and maintenance.

**REQUIREMENTS:** The selected applicant must be reliable, understand office confidentiality, have the ability to juggle multiple priorities, and exercise good judgement in a mature and diplomatic manner. They will understand and operate effectively within the areas of budget and financial management, human resources, information technology management, space and facilities management, and procurement, property and records management. Candidates must be able to work well independently and in teams, be flexible, and take initiative to get projects accomplished. Strong oral, written, and presentation skills are required. In line with current appropriations law, applicants must be a United States citizen or permanent resident seeking citizenship in the United States.

*Preferred Qualifications:*

- Bachelor's degree in a related field
- Supervision experience
- Budget, procurement, and financial management experience within the federal judiciary
- Human Resources experience within the federal judiciary
- Knowledge of federal government policies and procedures

**SPECIAL WORKING CONDITIONS:** Work outside normal business hours and on weekends is occasionally required. Travel for trainings or conferences is required. This individual must also occasionally lift and/or move up to 25 pounds. Physical demands for this position include those required for the individual to successfully perform the essential functions of this job.

**CONDITIONS OF EMPLOYMENT:** The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees and serve at the pleasure of the Federal Public Defender and are not covered by the Civil Service Reform Act. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

**SALARY AND COMPENSATION:** Salary for this position ranges from JSP 11 to JSP 15 (\$73,939 - \$190,424). Starting salary is based on education and years of relevant experience and is consistent with federal guidelines and regulations. Salary is payable only by direct deposit.

For information on benefits, see <https://www.uscourts.gov/careers/benefits>

**TO APPLY:** If you are interested in joining this office's solid administration team and working for a dedicated, resourceful, and committed criminal defense mission, please e-mail in *one combined pdf document*:

- letter of interest,
- resume,
- three references, and
- the completed current AO78 application form found here: [ao\\_078-08-2024\\_1.pdf](#)

Please note **Administrative Officer #2025-01** as the subject line and email to [TNM\\_HR@FD.ORG](mailto:TNM_HR@FD.ORG).

Applicants selected for an interview will be subject to testing applicable to the duties of the position. Applicants not complying with instructions may not be considered. No phone calls, please.

*The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer.*

*All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.*