

**FEDERAL PUBLIC DEFENDER
DISTRICT OF SOUTH CAROLINA
COLUMBIA, SC**

**POSITION ANNOUNCEMENT NO. 26-04
ADMINISTRATIVE ASSISTANT IN
COLUMBIA OFFICE**

The Office of the Federal Public Defender for the District of South Carolina is accepting applications for a full-time position of Administrative Assistant in the Columbia office. The starting date is as soon as possible and no later than August 10, 2026. The Federal Public Defender, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Duties

The Administrative Assistant provides advice and assistance to the Defender and/or the Administrative Officer in a variety of administrative and management areas, including financial, personnel, procurement, and operations. General duties and responsibilities include, but are not limited to:

- Processes and tracks a variety of time-sensitive human resources actions, such as appointments, promotions, separations, terminations, retirements, and within-grade increases;
- Provides advice and assistance to employees and managers on various benefit programs, such as health benefits, life and disability insurance, and leave policies.
- Maintains and monitors human resources records, including leave and timekeeping records;
- Maintains, with the Defender and/or Administrative Officer, a system of internal controls to assure the proper segregation of procurement functions and adherence to federal and local procurement practices and procedures;
- Reviews and submits invoices for payment, ensuring accuracy and appropriateness;
- Assists with procuring supplies and professional contract services from government and non-government sources through competitive bids, existing government contracts, or new contracts; and
- Maintains and updates office manuals and internal controls.

Qualifications

- High school diploma or equivalent required. College degree preferred;
- Minimum of two (2) years of specialized experience in administrative, financial, procurement or personnel principles practices, methods and techniques;
- Knowledge of accounting principles;
- Knowledge of budget preparation and management, personnel management, and operations in a legal environment;
- Experience as a financial and administrative manager performing progressively responsible duties; and
- The skills and ability to execute the duties of the position.
- Occasional travel within the district may be required.
- Overnight travel for training outside the district may also be required.

Appointment is subject to a satisfactory background investigation.

Selection Criteria: In addition to the foregoing, the successful candidate must demonstrate or have a reputation for personal and professional integrity. Candidates must possess the ability to communicate effectively.

Salary and Benefits: This is a full-time position, and federal salary and benefits apply. The salary for this position will be based on experience and qualifications and the Judiciary Salary Plan (JSP Grades 9 – 12). This position is subject to mandatory electronic transfer (direct deposit) for payment of the net pay. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service.

The position includes a comprehensive benefits package that includes generous insurance coverage, dependent and long-term insurance programs, flexible spending accounts, earned paid time off, mandatory participation in the Federal Employees Retirement System, optional participation in the Thrift Savings Plan retirement account with up to 5% agency matching contributions, and an Employee Assistance Program. A one day per week telework option may be available.

About South Carolina. Home to Dawn Staley and the 2024 NCAA Champions, the South Carolina Gamecocks women's college basketball team, applicants can learn more about South Carolina here: [Visiting SC](#) and [Moving to SC](#).

How to Apply: No telephone calls please. Qualified applicants may apply by submitting ONE PDF, which includes a letter of interest outlining experience, a resume, and a work reference to SCX_Employment@fd.org

Only applicants selected for an interview will be contacted. Hiring for this position is subject to the availability of funds in the final appropriation. Applications will be accepted until the position is filled. All responses will remain confidential. **OPEN UNTIL FILLED.**

The Federal Public Defender 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.