



# Federal Public Defender District of Puerto Rico

Position Announcement # 2026-05  
**SUPERVISORY ADMINISTRATIVE ASSISTANT**

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## **WORK THAT MATTERS. DEFENSE THAT CAN'T BE BOUGHT.**

The Office of the Federal Public Defender for the District of Puerto Rico is accepting applications for a Supervisory Administrative Assistant position.

### **WHY THIS OFFICE IS DIFFERENT**

We're not a bureaucracy pretending to care about indigent defense. We're people who've chosen this work because we believe everyone deserves a fierce advocate, regardless of their bank account. Our 25+ attorneys range from brilliant lawyers fresh from clerkships to seasoned litigators, and they're backed by investigators, mitigation specialists, and administrative staff who are equally as invested in our clients' outcomes. We're serious about growth: mentorship, training, and collaboration aren't perks here, they're how we work. We don't practice in isolation, we brainstorm theories together, workshop suppression hearings as a team, and run mock trials. We test our themes, challenge each other's assumptions, and refine our narratives. We present context alongside facts, humanity alongside allegations, and complete narratives instead of piecemeal arguments.

### **POSITION DEFINITION**

The Supervisory Administrative Assistant supervises at least three members of the administrative staff and provides support and advice to the Defender and/or Administrative Officer in a variety of administrative and management matters. The position reports directly to the Administrative Officer and interfaces regularly with leadership and staff at all levels, requiring the ability to manage competing demands effectively and communicate clearly in both written and verbal forms. Beyond administrative support, the Supervisory Administrative Assistant will play an active role in process improvement initiatives, contributing to the evaluation and refinement of office policies and procedures, and ensuring compliance with federal regulations and Defender Services guidelines. The position requires a high degree of professionalism, discretion, and the ability to exercise sound judgment with minimal supervision. Specific duties include:

- *General administration and management:* responding to administrative inquiries from staff, ensuring adherence to personnel and procurement procedures and regulations, and assisting in the maintenance and monitoring of internal controls.
- *Financial management:* assisting with financial operation and budget projections, reviewing and analyzing relevant data for staffing needs and resource allocation purposes, monitoring and controlling expenses and day-to-day accounting functions alongside the financial administrator, maintaining accounting records, and preparing and reviewing vouchers for payment.
- *Personnel administration and management:* providing the Defender and Administrative Officer with technical advice in the areas of staffing, recruitment, compensation, and evaluation of employees, assisting in the creation of personnel policies, and maintaining personnel records.
- *Space, telecommunications, and telecommunications equipment and ordinating* construction projects and office relocations, renovations and repairs, assisting with the

procurement, installation and oversight of telecommunications equipment, and contracting for office equipment and furniture.

- *Purchasing, procurement, and property management*: acts as advisor to staff in purchasing and procurement matters, monitors funds, assists with maintenance of data and administrative files.
- *Office operations*: relieves the Administrative Office of routine operation concerns, supervises office staff as assigned, may participate in training programs and other educational events for staff members.
- *Other duties*: as designated by the Defender, may supervise the work of the Financial Administrator, Property and Procurement Administrator, and Personnel Administrator.

#### **REQUIREMENTS & QUALIFICATIONS**

Applicants must have progressively responsible experience in public administration, financial management, office operations, or a related field. Advanced proficiency in Excel and Microsoft Office is required, and hands-on experience reviewing financial statements and other documents is expected. Preferred qualifications include an advanced degree in business administration, finance, public administration, organizational leadership, business analytics, or a related field, or prior experience in a state or federal public defender office or comparable state or federal government agency. Spanish fluency is highly preferred.

The successful candidate will have general experience that includes:

- a general understanding of office confidentiality issues, such as attorney/client privilege;
- the ability to read, analyze and interpret common technical journals and legal documents;
- the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
- the ability to analyze and apply relevant policies and procedures to office operations;
- the ability to exercise good judgment in a mature and diplomatic manner;
- the ability to communicate orally and in writing;
- a general knowledge of office practices and legal processes;
- the ability to recognize and analyze problems and recommend practical solutions.

The successful candidate will have specialized experience that includes:

- the ability to supervise the work of others;
- a comprehensive knowledge of administrative management principles, practices, methods and techniques;
- the ability to identify and evaluate pertinent facts and regulations, policies and precedents;
- skill and judgment in the analysis of management issues;
- knowledge of budget preparation and management, office automation, personnel management, and operations in a legal environment;
- experience as an administrative manager performing progressively responsible duties;
- the skills and ability to execute the duties of the position.

#### **CONDITIONS OF EMPLOYMENT**

Appointment to this position is contingent upon the successful completion of an FBI name and fingerprint check. Federal Public Defender employees are members of the judicial branch of the government and are considered "at will." This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. You must be a U.S. citizen or person authorized to work in the United States.

**SALARY AND BENEFITS**

The starting salary is commensurate with experience, qualifications, and education. Entry Level is Judiciary Schedule Plan (JSP) 12-1 (\$89,508) to 13-1 (\$106,347) plus Cost-of-Living Adjustment (COLA) and is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position is full-time with a comprehensive benefits package that includes health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, paid leave for all federal holidays, and participation in the Federal Retirement System and Thrift Savings Plan (TSP with up to 5% government matching contributions).

**APPLICATION PROCEDURES**

In **one** PDF document, please submit a letter of interest, résumé, and three references to:

Federal Public Defender, District of Puerto Rico, Selection Committee

At: Andrew\_McCutcheon@fd.org

Email subject line should read: **2026-05 – Supervisory Administrative Assistant**

**Applications to be considered must be received by May 30, 2026.** This position will remain open until filled and is subject to the availability of funding.

**The Federal Public Defender for the District of Puerto Rico Is an Equal Opportunity Employer. We seek to hire individuals who will promote the diversity of the office and federal practice.**