

KANSAS FEDERAL PUBLIC DEFENDER

Position Announcement

Operations Administrator

Application Deadline: Open until filled

Priority given to applications received by August 7, 2026

The [Kansas](#) Federal Public Defender is accepting applications for an Operations Administrator in our Topeka or Wichita Office. The Kansas FPD provides legal representation to indigent clients in federal criminal cases and related matters. The FPD values hard work, diversity, teamwork, creativity, flexibility, and fairness.

The Job: The Operations Administrator is a key member of our administrative department, working closely with all administrative employees, legal employees, and the Defender, in all aspects of judiciary office administration. You'll touch nearly every operational function – finance, procurement, personnel, space and facilities, data analysis, and more – and will be trusted to handle complex, confidential work with professionalism and precision. General duties and responsibilities of administrators include, but are not limited to:

- Ensures adherence to federal and local financial, procurement, and personnel practices and procedures. Acquires knowledge of current requirements and restrictions provided by 1) Defender Services Office and Administrative Office of the United States Courts; 2) the Guide to Judiciary Policy; 3) applicable state and federal statutes; and 4) GSA's rules and regulations;
- Procures supplies, equipment, library materials, furniture, and professional contract services from government and non-government sources through competitive bids, existing government contracts, or new contracts;
- Arranges travel, creates obligations, and prepares travel vouchers for payment reimbursement, ensuring accuracy and compliance with government travel regulations;
- Assists with coordination of space and facilities: renovations; repair of office space, equipment, and furniture; problems encountered with any service requests;
- Maintains and updates office manuals and ensures compliance with internal controls;
- Assist with all aspects of accounts payable: vendor communication; invoice receiving, verifying, coding, and preparation for payment; ensuring accuracy and appropriateness;
- Reviews personnel compensation, benefits and/or training for possible actions affecting budget preparation;
- Processes personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and quality step increases;
- Initiates and maintains a comprehensive orientation program for all new employees on various administrative, personnel and procedural matters;
- Counsels employees regarding office policies;
- Perform all other duties as assigned.

Required Qualifications:

- Have a bachelor's degree;
- A general understanding of the methods and skills required for accomplishing the tasks outlined in the Primary Job Duties section above;
- The ability to read, analyze, interpret and apply judiciary guidance and policy to office operations;
- The ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
- Prioritize competing tasks in a fast-paced environment;
- Be adaptable to handling urgent, unplanned situations with shifting priorities;
- The ability to recognize and analyze problems and recommend practical solutions;
- Have exceptional time-management and organizational skills with the ability to balance competing deadlines and evolving priorities;
- Be technologically advanced and have experience working with Microsoft Office Suite and Adobe Acrobat;

- Work well independently and collaboratively;
- Be highly motivated, organized, and meticulously detail oriented.

Preferred Qualifications:

- A comprehensive knowledge of judiciary administrative management principles, practices, methods and techniques;
- The ability to identify, analyze, and evaluate pertinent facts, regulations, policies, procedures and precedents; and apply to internal office operations;
- Knowledge of federal government budget preparation and management, office automation, personnel management, and operations in a legal environment;
- A comprehensive knowledge of administrative management principles, practices, methods and techniques within the judiciary and federal government;
- Have the ability to solve problems as it pertains to judiciary procurement, finance, internal controls, human resources, travel, space and facilities; GSA regulations; and judiciary administrative software systems.

Salary and Benefits: The salary is based on experience, qualifications and the Judiciary Salary Plan (JSP Grades 9 – 12); which currently ranges from \$61,722 to \$116,362, depending primarily on experience.

Our benefits package includes:

- Comprehensive health, dental, vision, life, and long-term care insurance;
- Flexible spending accounts;
- Generous paid time off;
- Federal Employees Retirement System (FERS) with optional participation in the Thrift Savings Plan retirement account with up to 5% agency matching contributions;
- Employee Assistance Program (EAP) and wellness resources;
- Telework opportunities and a flexible work schedule subject to office policy and position requirements.

How to Apply: Please send a letter of interest, resume, and three professional references in a *single pdf* document to ksfpd@fd.org. Applications are reviewed on a rolling basis; priority will be given to those received by August 7, 2026.

Only applicants selected for an interview will be contacted. Please, no email or phone inquiries. This is an in-office position located in Topeka or Wichita, Kansas, subject to funding approval. We may fill current and future positions from this position announcement. Citizenship requirements apply per U.S. Courts guidelines and can be found [here](#)

The Kansas Federal Public Defender is proud to be an equal opportunity employer. Diversity and dignity are central to our work. We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.