

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

POSITION ANNOUNCEMENT

**ADMINISTRATIVE OFFICER
HARRISBURG, PENNSYLVANIA**

The Office of the Federal Public Defender for the Middle District of Pennsylvania is seeking an Administrative Officer. This is an opportunity for an experienced administrator, manager, financial professional, or operations leader to step into a meaningful leadership role in a mission-driven office. The Administrative Officer is responsible for helping lead the administrative, financial, and operational domain of our organization. The position ensures that our office's people, systems, budget, facilities, and administrative processes are strong enough to support the difficult and important work of federal public defense.

The Administrative Officer reports directly to the Federal Defender and serves as the Defender's principal advisor on office administration and management. The role is similar to a chief operating officer and chief financial officer combined. It requires someone who can manage complex systems, supervise staff, safeguard public funds, solve practical problems, and help translate judiciary policy into reliable office practice.

This is a full-time position based in Harrisburg, Pennsylvania. The office also has staffed locations in Scranton and Williamsport, and the position will require periodic travel within the district and occasional out-of-district for training, meetings, and conferences.

RESPONSIBILITIES

The Administrative Officer helps ensure that the office has the structure, resources, and systems necessary to serve clients with excellence. This is a senior leadership role for someone who is steady, practical, organized, trustworthy, and able to manage both people and systems with good judgment. Responsibilities include:

– Office Administration and Management

This is an office with 50+ employees across three locations, and the Administrative Officer serves as the Defender's principal advisor on office administration and management. That includes identifying operational problems, developing practical solutions, improving workflow, supporting short- and long-term planning, and ensuring that office systems comply with judiciary policy and other applicable regulations.

The Administrative Officer also helps maintain clear internal controls and appropriate separation of duties for financial, procurement, property, and personnel functions. This work requires exacting attention to detail, respect for rules-based systems, and the ability to translate policy into workable office practice.

– **Budget and Financial Management**

Our organization has a significant budget, and the Administrative Officer manages our financial operations. This includes spending, budget development, financial reporting, and maintenance of the highest standards of oversight and stewardship of public funds. Candidates must be comfortable working carefully with numbers, reports, deadlines, accounting controls, and financial systems.

– **Procurement, Property, and Records Management**

The Administrative Officer oversees procurement, purchasing systems, inventory controls, records management, data security, and related compliance functions. This includes supporting purchase-card and travel-card programs, maintaining appropriate controls, and ensuring compliance with judiciary procurement policies.

– **Facilities, Security, and Technology Coordination**

The Administrative Officer works with judiciary partners, vendors, GSA, and technology staff on facilities planning, office renovations, telecommunications, equipment management, security initiatives, and continuity-of-operations planning.

– **Personnel Administration and People Systems**

The Administrative Officer works closely with the Defender and personnel staff on hiring, onboarding, classification, compensation, benefits, leave administration, performance systems, training, employee records, and personnel policies. This work requires discretion, sound judgment, confidentiality, and the ability to handle sensitive issues in a mature and even-handed way.

WHO WE'RE LOOKING FOR

We're looking for someone who understands that a well-run office protects client service. The strongest candidates will bring:

- Sound judgment, integrity, and discretion;
- Experience managing people, budget systems, or operations;
- Strong written and verbal communication skills;
- Comfort working within rules-based systems;
- The ability to identify problems and develop practical solutions;
- Steadiness under pressure;
- Curiosity, adaptability, and a willingness to learn; and
- A demonstrated commitment to public service.

A bachelor's degree in public administration, business administration, accounting, human resources, legal management, information systems, or a related field is preferred but not required. We are less concerned with whether a candidate has followed a particular

career path than whether they have demonstrated the ability to lead people, manage resources responsibly, improve systems, and earn the trust of colleagues.

Prior experience in the federal judiciary is helpful but not required. Candidates with strong transferable leadership experience are encouraged to apply, including candidates whose experience comes from government administration, court administration, law enforcement leadership, higher education administration, nonprofit management, human resources, finance, compliance, operations management, legal administration, project management, organizational development, and private-sector leadership roles. The successful candidate will receive training and support from the office, the Defender Services Office, and administrative professionals throughout the federal defender system.

SALARY AND BENEFITS

This is a full-time position. Salary is commensurate with experience and education. The position may be classified at different levels depending on the selected candidate's experience, education, and qualifications in line with the Judiciary Schedule Plan Grades 12–15. The final grade and salary will be set based on the candidate's full professional background and the requirements of the position.

The selected candidate will also receive a comprehensive benefits package that includes generous insurance coverage, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, 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 Assistant Program. This position is subject to mandatory electronic transfer of pay (direct deposit).

After a six-month immersive onboarding period, limited telework may be available in accordance with office policy. Telework is not an entitlement and is always subordinate to office needs and administrative team responsibilities.

Employment is contingent upon the successful completion of an FBI fingerprint and background check.

HOW TO APPLY

Interested applicants should submit a single PDF containing a cover letter, resume, and references to Lorianne Link, Personnel Administrator, at Lorianne.Link@fd.org. Applications will be reviewed **beginning June 10, 2026**, and the position will remain open until filled. Selected candidates will be invited to participate in interviews and reference checks. Additional interviews may be requested as part of the selection process.

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