

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama POSITION ANNOUNCEMENT
Administrative Assistant – Birmingham Office

The Office of the Federal Public Defender for the Northern District of Alabama is accepting applications for the position of Administrative Assistant for our Birmingham office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

The Administrative Assistant provides advice and assistance to the Defender and/or Administrative Officer in a variety of administrative and management matters regarding policy, personnel, operations, finance, and property and procurement.

Areas of responsibility include, but are not limited to: assistance with all aspects of office administration and management and internal controls; assist with audit functions, managing the financial operations of the office; providing technical and advisory assistance in all areas of personnel management; assists in the coordination of office space, telecommunications, office automation; ensures adherence to federal and local procurement practices and procedures, prepares and submits administrative paperwork such as travel vouchers, time sheets, inventory lists; prepares various administrative reports and spreadsheets; and provides other direct support of daily operations as required. This position will have a strong emphasis on Policies and Procedures for the District. Candidates should demonstrate versatility and progressive experience in these areas of office administration or management.

The successful candidate will be a high school graduate or equivalent; have experience providing progressively responsible administrative support with a minimum of three years of general experience plus two years of specialized experience, excellent computer skills in the areas of word processing and database development and, due to the sensitive nature of the position, excellent interpersonal and communication skills are required.

This position is full-time with federal salary and benefits. Salary is dependent on experience, qualifications, and is in accordance with Administrative Office of U.S. Courts, and Defender Services. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer and hiring is subject to availability of funds.

Application Deadline: February 26, 2026

To Apply: Please send a cover letter, resume and the names of three references with subject line Administrative Assistant- Birmingham to: Aln_HR_Admin@fd.org

Kevin Butler

Federal Public Defender at

Office of the Federal Public Defender

505 20th Street North, Suite 1425

Birmingham, AL 35203

PLEASE NO TELEPHONE INQUIRIES

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL
OPPORTUNITY EMPLOYER**