

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, FEDERAL PUBLIC DEFENDER



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POSITION ANNOUNCEMENT #2026-07

ADMINISTRATIVE ASSISTANT – CAMDEN

Posted: JULY 29, 2026

Closes: AUGUST 28, 2026 | Open Until Filled

The Federal Public Defender for the District of New Jersey is accepting applications for the position of Administrative Assistant in the Camden Office. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services for indigent persons in federal criminal cases and related matters in the federal courts.

Requirements: A bachelor's degree is preferred. Applicants must have at least FIVE years of general administrative/legal experience. Federal Court and JIFMS experience are preferred but not required. Writing ability and administrative experience will be given preference.

Duties: The Administrative Assistant will provide a variety of administrative support services to the Administrative Officer and administrative staff in the following manner: provide information regarding federal and local policy; operate office equipment; prepare and review travel vouchers; prepare and maintain documentation pertaining to deliveries and invoices against purchase orders; research and maintain vendor records; prepare obligations and enter them in the Judiciary Integrated Financial Management System; assist with maintenance of the office. Assist in the internal/cyclical audits. Perform all other duties as assigned. The full position qualifications statement and position description are available in this office.

Selection Criteria: The successful candidate is professional and should possess strong time-management, analytical, verbal, and written communication skills. This position requires excellent proofreading and editing skills, meticulous attention to detail, and computer literacy including a working knowledge of MS Word and Excel. Strong attention to detail and organizational skills to ensure accurate recordkeeping. The candidate should also have experience working in a collaborative team environment and possess a strong work ethic.

The position is an "at-will" excepted service and does not carry the tenure rights of competitive civil service.

If an offer of employment is extended, the applicant must complete a background security investigation, including an FBI name search. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report. This position is subject to funding availability.

Salary and Benefits: The salary of an Administrative Assistant is commensurate with qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Commitment to Diversity, Equity, and Inclusion: Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. The FPD seeks applications from a diverse group of qualified individuals in terms

of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance.

How to Apply: Interested applicants may apply by emailing a cover letter, resume, and three professional references **in one PDF document** to:

Catarina Sequeira, Administrative Officer
Via email to: **NJX_AdminAsst_Resume@fd.org**
Subject: **Camden Administrative Assistant**

Applications will be reviewed on a rolling basis until the position is filled. Applications received by Friday, August 14, 2026, will be given priority consideration. Only candidates selected for an interview will receive a response.

***The Federal Public Defender is an equal-opportunity employer.
Positions are subject to funding availability.***