

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, FEDERAL PUBLIC DEFENDER

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POSITION ANNOUNCEMENT #2025-02

ADMINISTRATIVE ASSISTANT-NEWARK

Posted: August 22, 2025

Open Until Filled

The Federal Public Defender for the District of New Jersey is accepting applications for the position of Administrative Assistant in the Newark 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. Bachelor's degree is preferred. Applicants must have at least FIVE years 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. Assists 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, should possess strong time management, analytical, verbal, and written communication skills. This position requires excellent proofreading and editing skills with meticulous attention to detail, computer literacy with a working knowledge of MS Word, 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 a "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, a favorable report. This position is subject to funding availability.

Salary and Benefits: The salary of an Administrative Assistance 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 letter of interest and resume in a single pdf document to the attention of: Gloria Durden, Administrative Officer

Via email to: **NJFPDResume@fd.org**

Subject: Newark Administrative Assistant

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.*