

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, FEDERAL PUBLIC DEFENDER

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Position Announcement #2025-03

ADMINISTRATIVE OFFICER – NEWARK, NEW JERSEY

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Closes: Open Until Filled

The Office of the Federal Public Defender for the District of New Jersey (FPD) seeks an **Administrative Officer**. We have three staffed offices—Newark, Trenton, and Camden—and pride ourselves on delivering high-quality, client-centered defense. The Administrative Officer reports to the Federal Public Defender and plays a central leadership role in advancing our mission.

About Us: Under the Criminal Justice Act, 18 U.S.C. § 3006A, our office provides high-quality legal representation to indigent individuals in federal criminal cases and related matters. The Federal Public Defender represents clients in federal trial matters, direct appeals to the U.S. Court of Appeals for the Third Circuit, petitions for writs of certiorari to the U.S. Supreme Court, habeas corpus litigation, and ancillary proceedings. We also support and help train CJA Panel Attorneys. Our main office is in Newark, with branch offices in Trenton and Camden.

Position Overview: The Administrative Officer manages administrative operations across three office locations and a staff of more than 50 employees and interns. The position oversees budget and finance, human resources, procurement, property and space management, internal controls, and compliance with judiciary policies. The Administrative Officer supervises administrative personnel, serves as a key advisor to the Federal Defender, and ensures efficient, ethical, and mission-focused operations.

KEY RESPONSIBILITIES

Primary responsibilities include, but are not limited to:

Administration & Supervision

- Oversee daily operations, policy development, process improvement, and strategic planning.
- Train, supervise, and support administrative, HR, financial, and IT personnel.
- Maintain internal controls for financial, procurement, property, and HR functions.
- Analyze the impact of new policies and develop strategies to sustain effective operations.

Budget & Finance

- Formulate and manage the annual budget, develop spending plans, and oversee accounting and disbursements.
- Prepare financial and workload reports; project staffing and resource needs.
- Lead all fiscal audits, internal controls reviews, and Defender Services Office program assessments, and develop corrective action plans and recommendations for the Defender to resolve any findings.

Human Resources

- Advise on hiring, staffing, personnel policies, classification and compensation, performance management, and benefits.
- Support recruitment, onboarding, training, and staff development; promote a diverse and inclusive workforce.
- Conduct performance evaluations for administrative personnel.

Procurement & Property Management

- Oversee procurement of goods, services, equipment, and expert resources in compliance with judiciary policy.
- Serve as Contracting Officer for major procurements and liaise with U.S. General Services Administration on space planning, leasing, and build-outs.
- Coordinate property, asset, and records management systems.

QUALIFICATIONS

The Administrative Officer is a trusted and reliable professional with sound judgment, a heart for public service, and a demonstrated commitment to diversity, equity, and teamwork. The ideal candidate will be able to work both independently and collaboratively, exercise discretion and confidentiality, and perform all responsibilities with the utmost ethics and integrity. The Administrative Officer must understand and value effective administration, financial stewardship, human resources best practices, and strong internal controls. The candidate should bring a working knowledge—or a demonstrable ability to learn—core operational areas, including budget and financial management, HR, procurement, information technology coordination, space and facilities, property management, and records administration. Above all, they are committed to supporting the mission of the Federal Defender's Office and to strengthening the systems that allow our attorneys, investigators, and staff to provide the highest quality representation to indigent clients in federal court.

Successful candidates will have the ability to:

- Communicate clearly and professionally, both orally and in writing
- Build positive working relationships with staff, court partners, and outside vendor
- Analyze complex problems and recommend practical, forward-thinking solutions
- Manage competing priorities and meet deadlines under pressure
- Exercise leadership that is transparent, empathetic, and accountable

- Maintain professionalism while supporting a mission-driven, client-centered culture

Preferred Qualifications

- Supervisory or team-lead experience
- Budget development and financial management experience
- Knowledge of federal government policies, the judiciary, or public sector operations
- Experience with procurement, contracting, or audit/compliance processes (preferred but not required)

COMMITMENT TO DIVERSITY, EQUITY & INCLUSION

We strive to build a team that reflects the diverse communities we serve. We welcome applicants of all backgrounds and lived experiences, including those historically underrepresented in the legal profession. We believe our work is stronger, more just, and more compassionate when every voice is valued.

How to Apply:

Email a **single PDF** containing a cover letter, resume, and three professional references to:

NJFPDResume@fd.org

You **must reference “Administrative Officer” in the subject line**. Only applications submitted in the required format will be considered. No phone calls, please. Only applicants selected for an interview will be contacted.

Appointment is subject to a satisfactory background investigation.

The Office of the Federal Public Defender follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Third Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion. All qualified applicants are encouraged to apply.