

POSITION ANNOUNCEMENT 26-21
Administrative Assistant
(Travel, Space & Property Management)
Office of the Federal Public Defender
District of Arizona, Phoenix

The Federal Public Defender for the District of Arizona is accepting applications for the position of full-time Administrative Assistant (Travel, Space & Property Management) stationed in Phoenix. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The Federal Public Defender has staffed offices in Phoenix, Tucson, Yuma, and Flagstaff.

POSITION SUMMARY

This position provides district-wide administrative support with a primary focus on travel administration, space and property management. The Administrative Assistant reports to the Administrative Officer.

PRIMARY DUTIES

Travel Coordination & Financial Processing

The position requires use of the Judiciary Enterprise Travel System (JETS) to prepare and process travel authorizations and vouchers in compliance with the Guide to Judiciary Policy, Volume 19, and applicable local procedures. The Administrative Assistant will monitor and track travel obligations and expenditures to ensure accuracy and timeliness, maintain organized travel records, and serve as a resource to staff on travel procedures, reimbursement requirements, and JETS navigation. The incumbent will troubleshoot and resolve travel-related issues, including voucher corrections, reimbursement delays, and policy questions, while coordinating with financial staff to ensure proper coding, obligation, and disbursement of funds. The incumbent will coordinate all aspects of the Office's GSA's leased vehicle program, ensuring vehicles are used solely for official business in compliance with authorized use and safety requirements, overseeing routine preventive maintenance and repairs utilizing the GSA Fleet Services Card, managing the turnover process of returning vehicles and acquiring replacements, and ensuring timely reporting of accidents, mileage, and recall notices in accordance with GSA guidelines.

Space & Property Management

The position supports space and property management functions across the district. Responsibilities include assisting with office moves, workspace reconfigurations, and coordination with building management and the General Services Administration. The Administrative Assistant will receive, track, tag, and maintain records of office equipment and assets, support periodic inventory audits and reconciliations, and report discrepancies. The

incumbent will also coordinate and assist with maintenance and repair of office space, equipment, and furniture, including coordination with vendors and service contractors.

General Administration

The position involves maintaining spreadsheets, tracking systems, and internal administrative tools, and ensuring adherence to federal and local procurement, financial, and property management regulations. The Administrative Assistant will provide general administrative support and assist with special projects and operational initiatives as assigned and participate in training programs for administrative and management duties.

QUALIFICATIONS & EXPERIENCE REQUIREMENTS

This position may be filled at the DOCS Grade 9, 11, or 12 level, depending on the qualifications of the selected candidate. To qualify, applicants must be a high school graduate or the equivalent and possess the requisite experience as outlined below. Specialized experience may substitute for general experience, but general experience may not substitute for specialized experience. One year of the required experience must have been at, or equivalent to, the next lower grade in federal service.

DOCS Grade	General Experience	Specialized Experience	Total Experience
Grade 9	3 years	2 years	5 years
Grade 11	3 years	3 years	6 years
Grade 12	3 years	4 years	7 years

General Experience

General experience must provide evidence of a general understanding of the methods and skills required to perform administrative duties, familiarity with office confidentiality issues such as attorney/client privilege, and the ability to read, analyze, and interpret common judiciary policies and procedures. Applicants must demonstrate strong written and verbal communication skills, the ability to analyze and apply relevant policies and procedures, good judgment in a mature and diplomatic manner, and proficiency with personal computers and automated administrative systems.

Specialized Experience — Grade 9

To qualify at the Grade 9 level, applicants must have two years of progressively responsible specialized experience. This includes experience coordinating travel, financial processing, or comparable administrative functions, as well as demonstrated ability to manage detailed processes involving financial tracking and compliance. Applicants must have strong organizational skills, attention to detail, and the ability to manage multiple priorities and meet deadlines. Experience using automated systems is required; experience with travel or financial

systems such as JETS is preferred. Familiarity with judiciary policies, financial systems, or prior experience in a federal or legal environment is also preferred.

Specialized Experience — Grade 11

To qualify at the Grade 11 level, applicants must have three years of progressively responsible specialized experience that builds on the Grade 9 requirements above. At this level, applicants should demonstrate greater independence in administering travel and property management programs, a comprehensive knowledge of administrative management principles, practices, methods, and techniques, and the ability to identify and evaluate pertinent facts, regulations, policies, and precedents. Applicants should also have experience advising staff and management on administrative procedures, exercising skill and judgment in the analysis of management issues, and knowledge of budget preparation, office automation, and operations in a legal environment.

Specialized Experience — Grade 12

To qualify at the Grade 12 level, applicants must have four years of progressively responsible specialized experience that builds on the Grade 11 requirements above. At this level, applicants should demonstrate the ability to function as a lead administrative resource for travel, space, and property management programs on a district-wide basis, develop and implement systems of internal controls, coordinate with external agencies such as DSO, GSA, and the AOUSC, and provide training and technical guidance to other staff responsible for administrative duties. Experience performing progressively responsible administrative management duties with a high degree of autonomy is required.

SALARY & BENEFITS

Salary is commensurate with experience and qualifications within the JSP 9, 11, or 12 range, as applicable. The Federal Public Defender offers a comprehensive benefits package, including federal health and life insurance, retirement benefits through the Federal Employees Retirement System (FERS), participation in the Thrift Savings Plan (TSP), and paid annual and sick leave.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation. Employees are members of the judicial branch and are not covered by the civil service classification system.

HOW TO APPLY

Qualified applicants should submit a cover letter, resume, and three professional references to azx_fd.org. Position announced April 6, 2026, and closes April 24, 2026.

The Federal Public Defender is an equal-opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.