

**POSITION ANNOUNCEMENT 26-10**  
**Purchasing Administrator – Trial Unit**  
**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 Purchasing Administrator for the Phoenix office. 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.

**Requirements.** To qualify at the entry level, applicants must possess a high school diploma or equivalent; a college degree is preferred. Candidates must have a minimum of three years of progressively responsible general experience, including at least two years of specialized experience related to procurement, contracting, or administrative operations. Relevant higher education may be substituted for experience in accordance with established qualification standards.

Preferred qualifications include demonstrated proficiency in personal computer applications; familiarity with office administration and procurement practices; and experience in a legal environment. The ideal candidate will have working knowledge of Microsoft Word, Excel, and Adobe Acrobat.

Applicants must possess strong written and verbal communication skills, sound judgment, and effective interpersonal abilities. The successful candidate will be highly organized, detail-oriented, self-motivated, and capable of managing multiple priorities in a fast-paced, team-oriented environment.

Employment is contingent upon a satisfactory background investigation. All claimed education, experience, certifications, training, and references will be verified. U.S. citizenship is required.

**Duties.** The Purchasing Administrator serves as an advisor to staff on procurement policies, procedures, and best practices. Responsibilities include originating and reviewing purchase requests; consulting with requesting staff to clarify requirements and specifications; and ensuring strict compliance with all applicable Judiciary policies, procedures, internal controls, and federal procurement standards. All purchasing actions must be conducted in accordance with Judiciary policy and established procurement guidelines. The incumbent will process purchase orders and invoices within delegated authority; prepare procurement-related correspondence; and conduct meetings or interviews with vendors and their representatives.

Duties include, but are not limited to, supporting the Office in all aspects of procurement for supplies, postage, equipment, furnishings, and professional (expert) services. The incumbent will procure goods and services from governmental and commercial sources through competitive solicitations, existing government contracts, or the development of new contractual instruments, as appropriate.

The position requires evaluating price reasonableness, assessing vendor responsibility, and determining whether goods and services meet required specifications, quality benchmarks, and performance standards. The incumbent will also coordinate the disposition of surplus furniture and equipment in accordance with Judiciary guidelines

and demonstrate continued proficiency in the Judiciary's financial and accounting systems.

The selected candidate must complete required/continued contracting certification courses that are held virtually and in-person outside of Arizona.

This position is primarily office-based. This role requires occasional lifting and/or moving of items up to 25 pounds and may involve standing, walking, and reaching. Limited overnight travel may be required.

**Salary and Benefits.** The starting salary for this position will be commensurate with the applicant's qualifications and experience and will fall within the JSP 9, Step 1 through JSP 12, Step 1 range, currently \$64,564 to \$93,629 per annum.

This position is part of the excepted service and does not confer tenure rights associated with the competitive Civil Service. The position offers a comprehensive federal benefits package, including health and life insurance, participation in the Federal Employees Retirement System (FERS), the Thrift Savings Plan (TSP), and eligibility for teleworking in accordance with office policy.

Salary payments are made exclusively through Electronic Funds Transfer (direct deposit). All appointments are at will and subject to the availability of funds.

**How to Apply.** Qualified persons may apply by sending via e-mail a letter of interest and resume to the Personnel Administrator, Federal Public Defender, District of Arizona, at [azx\\_hr@fd.org](mailto:azx_hr@fd.org). Announced February 12, 2026; Closes: March 13<sup>th</sup> with first review of applications on February 19, 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.***