

Office of the Federal Community Defender
Western District of Kentucky

**VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICER**

Western Kentucky Federal Community Defender, Inc., is soliciting applications for the position of Administrative Officer. Pursuant to the Criminal Justice Act (18 U.S.C. §3006A), Western Kentucky Federal Community Defender, Inc., is the community defender organization (CDO) for the Western District of Kentucky providing federal criminal trial and appellate representation to indigent defendants in the District Court, the Sixth Circuit Court of Appeals, and the Supreme Court of the United States. Western Kentucky Federal Community Defender, Inc., is a nonprofit corporation authorized and funded by the Administrative Office of the United States Courts and governed by a board of directors appointed by the Judges of the District Court. It is not an agency of the federal government, and staff members are not federal employees.

The position is akin to a Chief Operating Officer and Chief Financial Officer. The Administrative Officer assists and advises the Federal Defender on all administrative and management issues and has direct or supervisory responsibility for office management and administrative analysis; financial management; personnel administration, supervision, and training; legal case management; space and facilities management, equipment, telecommunications, and office automation management; property, records, and procurement management; preparing and filing all required monthly governmental taxes and reports, variance reports, status of funds reports, and reconciliation reports; ensuring that employees and the organization are in compliance with all regulations and procedures relating to financial matters; and that the Office is in compliance with the policy guidelines of the Defender Services Office of the Administrative Office of the United States Courts and its Grant and Conditions.

Applicant must have a comprehensive knowledge of administrative management principles, practices, methods, and techniques; fiscal processes, including budget preparation and management; office automation; procurement; law office case management; and personnel management.

This is a full-time position. Salary is dependent on experience and qualifications. Women and minorities are encouraged to apply. Western Kentucky Federal Community Defender, Inc., is an equal opportunity employer.

Qualified persons may apply by submitting a letter of interest, detailed résumé with three professional references familiar with the applicant's qualifications to the following:

**Scott T. Wendelsdorf, Executive Director
Western Kentucky Federal Community Defender, Inc.
629 S. 4th Street, Suite 200
Louisville, KY 40202**

Applications must be postmarked or received by July 31, 2026. **Emailed or faxed applications will not be accepted or considered. No telephonic inquiries.**

Western Kentucky Federal Community Defender, Inc., 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.