



VACANCY ANNOUNCEMENT

FEDERAL PUBLIC DEFENDER DISTRICT OF SOUTH CAROLINA

Address: 1901 Assembly St., Ste. 200

Columbia, SC 29201

Website: sc.fed.org/

Position: Financial Administrator
Vacancy: 26-06
Duty Station: Columbia
Salary: \$61,722 - \$116,362

Position Overview

This full-time position provides an array of essential professional, technical, and administrative support related to the financial, procurement, and budgetary activities of the office, while maintaining compliance with the appropriate national and local policies, procedures, and internal controls.

Duties and Responsibilities

- **Contracting and Procurement Management:** Serve as the Contracting Officer responsible for procuring supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Independently manage procurement actions through contract, award and closeout. Review and process travel authorizations and travel vouchers.
- **Vendor and Contract Management:** Identify, evaluate, and maintain lists of vendors and sources of supply for goods and services based on the federal procurement requirements. Obtain and review quotations, bids, and proposals, and conduct source selection activities. Coordinate with selected vendors on supply and delivery of items. Administer contracts and monitor contractor performance to ensure compliance with contractual requirements.
- **Records Management and Reporting:** Maintain comprehensive procurement documentation in compliance with judiciary and local record retention requirements and audit standards. Prepare procurement reports for management review. Reconcile financial accounts related to procurement activities. Support internal and external audits by providing required access to information to auditors including access to financial records, files, policies, and procedures.
- **General Responsibilities:** Communicate and respond to administrative inquiries from staff and other organizations. Assist the Defender and Administrative



How to Apply

Email a single PDF containing a letter of interest outlining experience, resume, and a work reference to: SCX_Employment@fd.org. Only those selected for an interview will be contacted; please do not contact the office.

Application Deadline

Open until filled. Applications will be reviewed as they are received.

Office Overview

The Federal Public Defender for the District of South Carolina consists of four offices, the main office in Columbia and branch offices in Charleston, Florence, and Greenville. Our clients come from all across South Carolina and are served by a staff of 40, including attorneys, investigators, paralegals, and other support staff.

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.

Officer with all aspects of office administration and management as needed. Prepare required reports and gather the appropriate documentation of all administrative and statistical reports. Assist in developing, implementing, and maintaining written procedures for assigned functions. Maintain required contracting officer training and certification.

Qualifications

- High school diploma or equivalent required. College degree preferred;
- Minimum of two (2) years of specialized experience in administrative, financial, procurement or personnel principles, practices, methods and techniques;
- Knowledge of accounting principles;
- Knowledge of budget preparation and management, personnel management, and operations in a legal environment;
- Experience as a financial and administrative manager performing progressively responsible duties;
- Proficient with office automation tools.

Selections Criteria

The successful applicant will have strong organizational skills and attention to detail, with the ability to manage priorities across multiple assignments and meet deadlines. Applicants must be able to maintain confidentiality and exercise sound judgment while handling sensitive information. Applicants must possess the ability to communicate effectively.

Salary and Benefits

Salary will be commensurate with experience. The position includes a comprehensive benefits package, featuring generous health, dental, vision, and life insurance; 13 to 26 days of annual leave depending on years of service; 13 days of sick leave per year; and 11 paid federal holidays. Employees also participate in the Federal Employees Retirement System and may contribute to the Thrift Savings Plan with up to 5% agency matching contributions. The position is eligible for Public Service Loan Forgiveness and includes access to the Employee Assistance Program. Telework consistent with office policy is available to all employees.

Regional Overview

With beautiful vistas from the mountains to the sea, South Carolina has breweries, art museums, music venues, hiking trails, minor league baseball teams, SEC and ACC college sports, and much, much more. [Visiting SC](#) and [Moving to SC](#).



Applicant Information

Employees must adhere to a [Code of Conduct](#).

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

Applicants must have reliable transportation, a valid driver's license, and proof of insurance.

Occasional travel within the district and overnight travel for training outside the district may be required.

Positions with the Federal Public Defender are excepted service appointments, which are "at will" and may be terminated with or without cause.

Employment will be considered provisional pending successful completion of an FBI fingerprint check, favorable reference checks, social media inquiry, and a favorable suitability determination.

Employees are required to use direct deposit.

The Court provides reasonable accommodations to applicants with disabilities.