



OFFICE OF THE FEDERAL PUBLIC DEFENDER EASTERN DISTRICT OF MISSOURI

OPERATIONS ADMINISTRATOR 2027-01

St. Louis, Missouri

Application Deadline: Open until filled

Priority given to applications received by November 11, 2026

ABOUT US

The Federal Public Defender for the Eastern District of Missouri is a law firm operating under the authority of Title 18, United States Code, Section 3006A(g)(2)(A), providing legal representation to people accused of federal crimes who cannot afford to hire a private attorney. We represent the accused at all stages of criminal proceedings - from arrest through trial and appeal, including appeals to the U.S. Supreme Court.

Our team includes attorneys, paralegals, investigators, mitigation specialists, office administrators, and information technology specialists. Our team brings interdisciplinary skills that ensure compassionate, comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and, if convicted, to have a fair sentence. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation that honors an individual's life experience.

THE OPPORTUNITY

We seek a full-time Operations Administrator to join our St. Louis office.

The Operations Administrator is a key member of our administrative team, working closely with the Administrative Officer and administrative staff on all aspects of judiciary office administration. You'll touch nearly every operational function – procurement, space and facilities, travel, financial support, internal controls, and more – and will be trusted to handle complex, confidential work with professionalism and precision. General duties and responsibilities of administrators include, but are not limited to:

- Ensures adherence to applicable federal and local procurement, travel, financial, facilities, and administrative requirements. Develops knowledge of requirements and restrictions established by the Defender Services Office, the Administrative Office of the United States Courts, the Guide to Judiciary Policy, applicable statutes, and General Services Administration regulations.
- Procures supplies, equipment, library materials, furniture, expert services, and other professional contract services through authorized government sources, purchase-card transactions, competitive quotations, existing government contracts, or new contracts within delegated authority.
- Assists with the administrative coordination of office space and facilities, including the planned GSA build-out, renovations, repairs, equipment installation, telecommunications, vendor access, project documentation, and completion of outstanding action items.
- Administers the Employee Health Unit program, including participating-agency communications, participant counts, agreements, cost-allocation and billing support, contract administration, purchasing, and coordination with the EHU nurse, participating agencies, and other stakeholders.
- Provides administrative support for personnel functions under the direction of the Administrative Officer, including recruitment and onboarding logistics; collecting and routing approved personnel forms; scheduling fingerprinting and other security processing; coordinating orientation, systems access, equipment, and workspace

needs; maintaining onboarding and separation checklists; and managing the administrative onboarding and offboarding of interns, law clerks, and other temporary personnel.

- Provides support for accounts payable and financial-processing functions, including vendor communications; receiving, verifying, and coding invoices; preparing invoices for payment; and ensuring supporting documentation is accurate and complete.
- Provides support for official travel administration, including reviewing travel requests, preparing travel authorizations, arranging transportation and lodging, making authorized travel-card purchases, preparing vouchers, resolving routine travel issues, and maintaining required supporting documentation.
- Maintains complete and accurate documentation for assigned administrative programs and responds to inquiries from employees, vendors, participating agencies, and other government offices.
- Performs regular reception duties, including answering telephones, directing calls, greeting visitors, and receiving in-person deliveries.
- Performs all other duties assigned.

REQUIREMENTS

To qualify, the applicant must have the following:

- Have a bachelor's degree or an equivalent combination of education and progressively responsible related experience, with at least five years of relevant experience preferred.
- A general understanding of the methods and skills required for accomplishing the tasks outlined in the duties described above;
- Proficiency with Microsoft Office and Adobe Acrobat and the ability to learn judiciary financial, travel, procurement, and administrative systems.
- Ability to read, analyze, interpret, and apply judicial guidance and policy to office operations;
- Ability to maintain accurate, complete, and audit-ready transaction files.
- Ability to communicate effectively with employees, attorneys, vendors, and government agencies.
- Ability to handle confidential and sensitive information appropriately.
- Ability to work independently, follow matters through completion, and recognize when supervisory guidance is required.
- Be adaptable to handling urgent, unplanned situations with shifting priorities;
- A strong commitment to supporting the office's mission of providing high-quality legal representation to indigent individuals in federal criminal proceedings.

PREFERRED QUALIFICATIONS

Preferred qualifications include experience with federal or judiciary travel, procurement, purchase-card programs, contracting, financial operations, facilities coordination, internal controls, or administrative operations in a legal or governmental environment. Experience interpreting and applying written policies, maintaining audit-ready documentation, and coordinating multiple time-sensitive matters is strongly preferred.

SALARY AND BENEFIT DETAILS

The salary is based on experience, qualifications, and the Judiciary Salary Plan (JSP Grades 9 – 12), which currently ranges from \$63,288 to \$119,315, depending primarily on experience.

Our benefits package includes:

- Comprehensive health, dental, vision, life, and long-term care insurance;
 - Flexible spending accounts;
 - Generous paid time off;
 - Federal Employees Retirement System (FERS) with optional participation in the Thrift Savings Plan retirement account with up to 5% agency matching contributions;
 - Employee Assistance Program (EAP) and wellness resources.
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Appointment and retention are subject to a background security investigation, including an FBI name search and IRS tax check. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our office values diversity and is committed to equity and inclusion. We aspire to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees bring to our office through their backgrounds, social identities, and lived experiences. We know the best legal representation comes from a diverse, collaborative, and inclusive workforce. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance.

HOW TO APPLY

To apply for this position, interested applicants should email a letter of interest, a resume, and the names and contact information of three professional references in one PDF document to the attention of:

Ereka Tosh, Administrative Officer

Ereka_Tosh@fd.org

Email Subject: STL Operations Administrator Position

Only applicants selected for an interview will be contacted. Please do not send email or phone inquiries. This is an in-office position located in St. Louis, MO, subject to funding approval. We may fill current and future positions from this position announcement. Citizenship requirements apply per U.S. Courts guidelines and can be found [here](#).

Only submissions following the required format will be considered. Only those selected for an interview will be contacted. No phone calls, please.

*The Federal Public Defender follows an Employee Dispute Resolution Plan
approved by the United States Court of Appeals for the Eighth Circuit.*

*We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion.
All qualified applicants are encouraged to apply.*
