

## **POSITION 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 Administrative Officer will be responsible for 1) managing the financial operations of the office under the policy guidelines of the Defender Services Office of the Administrative Office of the United States Courts; 2) managing the day-to-day operation of accounting functions, including the disbursement of appropriated funds, monitoring and controlling of expenses incurred, and complying with all internal controls and procedures; 3) complying with all judiciary accounting requirements; 4) developing and implementing internal controls to assure proper segregation of accounting functions and to prevent error and fraud; 5) maintaining accounting records and providing documentation for expenditures and balances; 6) preparing required monthly variance reports, status of funds reports, and reconciliation reports; 7) preparing and reviewing vouchers for payment to ensure accuracy and appropriateness; 8) ensuring that employees are informed of and comply with all regulations and procedures relating to financial matters; and 9) performing other duties involving personnel and office administration and management as set forth in Defender Organization Classification System (DOCS) Section 9-1, a copy of which will be provided upon request.

Applicant must have a comprehensive knowledge of administrative management and accounting principles, practices, methods, and techniques; fiscal processes including budget preparation and management; office automation; procurement; and personnel management. Experience as an administrative manager is preferred.

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 sending in PDF format a letter of interest and a résumé with three professional references familiar with the applicant's qualifications to both of the following:

Scott\_Wendelsdorf@fd.org  
and  
Kim\_Lancaster@ao.uscourts.gov

**This position is subject to funding approval. The anticipated start date is October 15, 2025. The application deadline is September 30, 2025.**