

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA
LAFAYETTE HEADQUARTERS
102 Versailles Boulevard, Suite 816
Lafayette, Louisiana 70501

Rebecca L. Hudsmith
Federal Public Defender

(337) 262-6336
Fax (337) 262-6605

POSITION ANNOUNCEMENT: ADMINISTRATIVE OFFICER

The Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for the position of administrative officer to be duty stationed at the headquarters office in Lafayette, Louisiana. The position will require travel to staffed branch offices in Shreveport and Baton Rouge and overnight travel outside the two districts as needed for training and administrative meetings and conferences. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the federal courts to represent individuals unable to afford counsel.

Requirements. Minimum requirements include 6 years of total experience with at least 3 of those years demonstrating: a comprehensive knowledge of administrative management, financial and audit principles, practices, methods and techniques; the ability to identify, analyze, evaluate, interpret and become proficient in pertinent facts, regulations, policies and precedents applicable at local and national levels; the use of skill and judgment in the analysis of management issues and advising the Federal Public Defender regarding same; a comprehensive knowledge of and ability to develop and implement fiscal processes, including budget preparation and management, internal controls and auditing, office automation, property management, telecommunications, procurement, personnel management, and operations in a legal environment; experience as an administrative manager performing progressively responsible duties; ability to supervise other administrative employees; advanced analytical, writing, communications and organizational skills; an ability to work in a professional and diplomatic manner with others, both within and outside the office, and as part of a team; and a commitment to the indigent defense legal work performed by the office. A college degree in management, finance, business or public administration, or the equivalent is preferred. Applicants should be proficient in WordPerfect, Microsoft Word, Powerpoint, Excel and similar computer programs.

Salary and Benefits. This position is full time with federal benefits and salary (via mandatory electronic funds transfer/direct deposit) commensurate with experience and qualifications within a JSP range of Grades 11/Step1 through 15/Step 1, currently at \$57,982 and \$114,872 per annum, respectively. This position, like all positions in the Office, is an at-will position that does not carry the tenure rights of the competitive civil service. A final offer of employment is subject to a background check, including an FBI fingerprint check, and is dependant on the availability of funding.

How to Apply. To apply, qualified applicants must send a resume and three references, along with a cover letter containing specific detailed information regarding the applicant's specialized education, training and experience in the areas of budget/finance/audits and purchasing/procurement/ human resources, which must be postmarked by **June 20, 2014** to: Rebecca L. Hudsmith, Federal Public Defender, 102 Versailles Blvd., Suite 816, Lafayette, Louisiana 70501. Once resumes are reviewed, only applicants selected for an interview will be contacted. The Federal Public Defender reserves the right to modify the conditions of, or to withdraw, this job announcement as needed. No phone calls please.

The Federal Public Defender is an Equal Opportunity Employer.