

POSITION ANNOUNCEMENT
ADMINISTRATOR

POSITION #: 2017-05 ADMINISTRATOR
ANNOUNCED: June 16, 2017
CLOSES: Priority given to applications received by July 14, 2017

The Federal Public Defender for the Western District of Washington is accepting applications for a full-time Administrator in our Seattle office. Our agency primarily provides legal representation of indigent persons charged with criminal offenses in the U.S. District Court.

The position provides administrative support to the Federal Defender and Administrative Officer and performs various financial activities. Duties include processing payment vouchers in compliance with judiciary guidelines; reconciling the budget; managing vendors; preparing expert consultant contracts; making travel arrangements for staff; and maintaining accurate, complete financial records.

The ideal candidate is exceptionally organized; displays initiative, professionalism, and sound judgment; maintains confidentiality and a commitment to our office's mission. Excellent written and verbal communications skills are expected. Knowledge of accounting, procurement, and internal controls practices and principles is preferred.

To qualify for this position, an applicant must possess a bachelor's degree and five years minimum work experience, of which at least two years were in administrative, legal, financial, or related fields. Proficiency with Adobe Acrobat, Microsoft Word and Excel is required.

This position offers federal benefits, a thrift savings program, potential for promotion, and the opportunity to work in a fast-paced, challenging, and rewarding environment. The salary range for a Financial Administrator is \$53,735 to \$77,926. Salary will be based on education and years of relevant experience. The position is contingent on federal funding and payment by direct deposit is required. Employment will be considered provisional pending the successful outcome of fingerprinting and a background check.

Qualified persons may apply by emailing a letter of interest, résumé, and at least two work references (including name, address, and telephone number) to wawpersonnel@fd.org. Please attach all materials as a single PDF and note the position number in the email subject line. An email confirming receipt of application materials will be sent to all applicants, however only persons offered an interview will be contacted further. The position will remain open until filled.

NO TELEPHONE OR EMAIL INQUIRIES.

The Federal Public Defender is an equal opportunity employer and values workplace diversity.