

Administrative Officer

The Federal Public Defender's Office for the Western District of Virginia is accepting applications for the position of Administrative Officer. The Administrative Officer acts as principal advisor to the Federal Public Defender on all aspects of office administration and management. General areas of direct or supervisory responsibility include: management and administrative analysis; financial management; budget preparation and analysis; personnel, payroll and benefits administration; administrative staff supervision and training; space and facilities management; equipment, telecommunications and office automation management; and property, records and procurement management. This position is based in Roanoke but will require occasional travel to branch offices in Abingdon and Charlottesville, Virginia and overnight travel to other states for training. Successful candidate shall be a college graduate or equivalent and must have a minimum of 3 years general experience and 5 years specialized experience. Specialized experience includes an administrative management position within the following fields: business or public administration, accounting, personnel management, information systems or legal management. Working knowledge of the Judiciary's financial system (FAS4T) desired but not required.

Starting Salary Range: \$81,823 - \$125,695 (JS 13/1 – 14/10) depending upon experience, qualifications, and available funding. This position is full-time with federal judicial benefits and is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay. Appointment is subject to a satisfactory "high sensitive" level background investigation including an FBI fingerprint check. The Office of the Federal Public Defender is an equal opportunity employer.

To apply for this position, please submit a resume and references, along with a cover letter containing specific detailed information regarding your specialized experience in the areas of budget/finance, purchasing/procurement, and human resources. Cover letter, resume, and references must be received by closing date of May 10, 2012 to be considered. All applicants selected for an interview will be notified by May 15, 2012. Send cover letter, resume, and references to:

Larry W. Shelton

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