

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama POSITION ANNOUNCEMENT
Administrative Assistant – Huntsville Office

The Office of the Federal Public Defender for the Northern District of Alabama, is accepting applications for the position of Administrative Assistant for our Huntsville branch office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

General areas of responsibility include, but are not limited to: assists the Defender and Administrative Officer with all aspects of office administration and management; assists with managing the financial operations of the office; provides the Defender and the Administrative Officer with technical and advisory assistance in all areas of personnel management; assists in the coordination of office space, telecommunications, office automation; ensures adherence to federal and local procurement practices and procedures, prepares and submits administrative paperwork such as travel vouchers, time sheets, inventory lists; prepares various administrative reports and spreadsheets; and provides other direct support of daily operations as required. This position will have a strong emphasis on Policies and Procedures along with Human Resource responsibilities for the District. Candidates should demonstrate experience in these areas of office administration.

The successful candidate will be a high school graduate or equivalent; have experience providing progressively responsible administrative support with a minimum of three years of general experience plus two years of specialized experience, excellent computer skills in the areas of word processing and database development and, due to the sensitive nature of the position, excellent interpersonal and communication skills are required.

This position is full-time with federal salary and benefits. Salary is dependent on experience and qualifications. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer.

To Apply:

Please send a cover letter, resume and the names of three references with subject line Administrative Assistant- Huntsville to:

Kevin Butler

Federal Public Defender at

ALN_Applications@FD.ORG

Office of the Federal Public Defender

505 20th Street North, Suite 1425

Birmingham, AL 35203

PLEASE NO TELEPHONE INQUIRIES

Application Deadline: March 15, 2021

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL
OPPORTUNITY EMPLOYER**