

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
Administrative Officer - Albuquerque
2022-01**

The Federal Public Defender for the District of New Mexico is seeking a full-time Administrative Officer to manage both Albuquerque and Las Cruces offices. The position is based out of Albuquerque. The federal defender organization operates under the Criminal Justice Act, 18 U.S.C. §3006A, to provide criminal defense and related help in federal courts.

Position Overview:

The Administrative Officer provides assistance and advice to the Defender on a variety of administrative and management issues. General areas of direct or supervisory responsibility include management and administrative analysis; financial management; personnel administration and human resources; supervision and training; space and facilities management; equipment, telecommunications and office automation management; and property, records and procurement management. Travel is required.

Duties & Responsibilities:

The Administrative Officer performs the following duties:

- Acts as principal advisor to the Defender on all aspects of office administration and management.
- Develops and maintains a system of internal controls to assure proper separation of duties for financial, procurement and property management, as well as personnel functions.
- Provides subject matter expertise, leadership, consultation, collaboration, and advisory services essential to the direction and efficient operation of the office.
- Directly assists with the management of key day-to-day planning, operations, and special projects.
- Works with managers to address and resolve issues, and improve the organization's overall program management, efficiency, and effectiveness.
- Directly supervises the administrative, information technology, and legal support staff to ensure office operations are supported.
- Oversees human resources, procurement, contracting, and property management for the office.
- Audits internal controls annually and recommends improvements.
- Manages the financial operations of the defender office, which includes; developing the annual budget, ensuring expenditures remain within budgetary constraints; itemized budget projections; preparation and submission of monthly/yearly reports; reprogramming of funds as necessary; and reviews and analyzes long-range budgetary and staffing needs.
- Provides the Defender technical and advisory assistance in the areas of recruitment, selection and staffing, classification and compensations, benefits, performance management, grievance and EEO procedures, and employee relations.
- Provides technical expertise and advice to the Defender and staff on issues such as employee development and promotion, position standards and classification.
- Determines need for and secures adequate and suitable office space. Monitors monthly rent bills.
- Coordinates construction projects and arranges office relocations, renovations and repairs.

- Ensures adherence to federal and local procurement practices and procedures. Acquires current knowledge of fiscal year spending requirements and restrictions and maintains purchasing records and reports. Operates in compliance with Judiciary Policies and Procedures.
- Implements office security measures and develops on-site safety programs.
- Manages the travel program for the office, including approving travel arrangements and reconciling the government travel accounts.
- Participates in national administrative working groups or projects, as needed.
- All other duties as needed to manage a large and diverse law practice.

Qualifications:

To qualify, a person must have at least three years' general experience and three years' specialized experience. Some higher education from an accredited college or university, preferably with a concentration in public administration, public policy, business administration, management or related field, may be substituted for some of the required experience. Current or prior Federal Public Defender or law office experienced is preferred, as is progressively more responsible administrative, technical, professional, supervisory, or managerial experience, in at least one or more of these functional areas; budget and finance, human resources, purchasing or procurement. Proficiency in Excel is required. A bachelors or advanced degree from an accredited college or university is also preferred.

Salary and Benefits: This position is full time with a comprehensive benefits package that includes: health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, leave for all federal holidays, participation in the Federal Employees' Retirement System, and participation in the Thrift Savings Plan with up to 5% government matching contributions. Salary is dependent upon qualifications and experience, but ranges from a JSP 11-15. Salary is payable only by electronic funds transfer (direct deposit).

Conditions of Employment: This is a high-sensitive position and requires a full-blown background check. Appointment to the position is contingent upon the successful completion of this background check and/or investigation, including an FBI name and fingerprint check. All employees must be fully vaccinated for Covid-19 and provide proof of such prior to entrance on duty. Employees of the Federal Public Defender are members of the judicial branch of government and are considered "at will." You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee.

Application Information: In one PDF document, please submit a statement of interest, detailed resume, and three references to:

Margaret A. Katze, Federal Public Defender

FDNM-HR@fd.org

Reference **2022-01** in the subject.

Position will remain open until filled and is subject to the availability of funding.

The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. The Federal Public Defender is an equal opportunity employer. We seek to hire individuals who will promote the diversity of the office and federal practice.

**No phone calls please. Submissions not following this format will not be considered.
Only those selected for interview will be contacted.**