

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
Administrative Assistant - Albuquerque
2022-02**

The Federal Public Defender for the District of New Mexico is seeking a full-time Administrative Assistant. The position will help manage day-to-day operations of both the Albuquerque and Las Cruces offices, but will be based out of Albuquerque. The federal defender organization operates under the Criminal Justice Act, 18 U.S.C. §3006A, to provide criminal defense representation to our clients in federal court. More than one position may be hired from this posting.

Position Overview:

The Administrative Assistant provides assistance and advice to the Defender, Administrative Officer and Supervisory Administrative Assistant in a variety of administrative and management matters regarding policy, personnel, operations, finance, and property and procurement. This position is a liaison between the employees and management and administration. Travel is required.

Duties & Responsibilities:

Administrative Assistant duties include but are not limited to:

- Assist Administrative Officer and Supervisory Administrative Assistant in a variety of administrative matters regarding operations, finance, procurement, property, space and facilities, human resources, personnel, and policy;
- Respond and attend to administrative inquiries from staff in both offices as well as from other organizations on issues which may include space and facilities projects, purchasing, HR matters, property, etc;
- Arrange travel and prepare travel vouchers for payment reimbursement, ensuring accuracy and compliance with government travel regulations;
- Review and prepare purchase orders and payments in the Judiciary Integrated Financial Management System (JIFMS), as well as, follow up on outstanding purchase orders, vendor set up, and resolution of pending vendor issues;
- Become certified as Contracting Officer in order to handle purchasing for the office, including staying current with all continuing education requirements;
- Advise Administrative Officer/Supervisory Admin of anticipated office furniture, supplies, and general equipment needs;
- Oversee all office ordering and receiving; updating inventory, restocking and maintenance of equipment;
- Handle vendor queries, issues and disputes;
- Perform all other duties as assigned.

Qualifications:

To qualify at entry level, a person must be a high school graduate or equivalent, have at least three years of general experience, and at least two years of progressively responsible administrative experience. Some higher education may be substituted for experience. Candidate must have experience with accounting, purchasing, and general office management. Contracting Officer Certification and Procurement experience, preferred, but not required. Computer skills including familiarity with financial software, knowledge of, and experience with Microsoft Word and Excel spreadsheets, exceptional interpersonal and organizational skills, and excellent written and oral communication skills are required. Candidate must be a highly motivated self-starter, extremely detail and policy oriented, able to effectively multitask, has a demonstrated work history of dependability, able to handle confidential matters with discretion and exhibit professional conduct at all times. Law office and federal experience a plus. As an Administrative Assistant in the Federal Public Defender's office, you are a representative of a well-respected law firm and part of a cohesive management team. You work closely with all staff to fulfill the mission of a very fast paced legal office. Duties and responsibilities will progress as the needs of the office change.

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 9, 11-12. 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 **2022-02** 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.**