



FEDERAL PUBLIC DEFENDER DISTRICT OF NEBRASKA NOTICE OF POSITION VACANCY

Announcement No:	2018-01	Date:	October 1, 2018
No. of Vacancies:	One		Federal Public Defender
Position Title:	Administrative Officer		District of Nebraska
			222 South 15 th Street, Suite 300N
Salary:	Commensurate with Experience		Omaha, NE 68102
Closing Date:	October 26, 2018		http://ne.fd.org

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; supervision and training; space and facilities management; equipment, telecommunications and office automation management; and property, records and procurement management.

POSITION 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 segregation of duties for financial, procurement and property management, as well as personnel functions.
- 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; justifies itemized budget projections and submits monthly reports; 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 and secures adequate and suitable office space. Monitors monthly or quarterly 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.
- Participates in national administrative working groups or projects, as needed.

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.

BENEFITS

The Federal Public Defender offers a full benefits package that allows an employee to participate in the following pursuant to the written terms of these benefit packages:

- Choice of Medical, Fee for Service and/or Health Maintenance Organizations, some plans with dental and vision benefits attached.
- Group Life Insurance; employee and family coverage available.
- Disability Insurance.
- Long Term Care Benefits for the employee and family.
- Immediate participation in the Thrift Savings Plan (401K).
- Federal Employees Retirement System (Pension Program).
- 13 days of accrued vacation leave per year for the first 3 years of employment; increasing after 3 years.
- 13 days of accrued sick leave per year.
- A minimum of 10 federal holidays.
- Flexible spending accounts for healthcare, child dependent care, and commuter programs.

NOTICE TO APPLICANTS

The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The successful candidate will be subject to a full field F.B.I. background check as a condition of employment. The Federal Public Defender requires employees to adhere to a Code of Conduct which is available upon request. Direct Deposit is required for payment compensation for employees. Interested applicants should email a resume, cover letter, and a list of three references to William C. Sweet at bill_sweet@fd.org or send by mail to 222 South 15th Street, Suite 300N, Omaha, NE 68102. Application deadline is October 26, 2018. Please no telephone inquiries. Equal opportunity employer, women and minorities are encouraged to apply.