

**FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF OKLAHOMA**

**POSITION ANNOUNCEMENT  
ADMINISTRATIVE OFFICER**

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for the position of Administrative Officer. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**Job Description and Qualifications:** The Administrative Officer is a high-level office manager who reports to and collaborates with the Federal Defender to oversee a variety of administrative and management matters regarding policy, personnel, operations, budget formulation and finance with day-to-day accounting functions, monthly reports, and property and procurement. Experience in financial planning and management, budget compliance and accounts payable required.

To qualify for the position of Administrative Officer, a person must be a high school graduate or the equivalent with a minimum of three years experience in office administration, office management, or a related field. Candidates should be proficient in Microsoft Word, Adobe Acrobat and Microsoft Excel.

**Salary and Benefits:** Federal salary and benefits apply. Starting salary varies based on experience, with a range under the Judicial Salary Plan from Grade 11 to Grade 15. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment.

**How to Apply:** To be considered for this position, qualified persons may apply by submitting a letter of interest and resume (with at least three personal and professional references) to Julia O'Connell, Federal Public Defender at [OKNresumes@fd.org](mailto:OKNresumes@fd.org).

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

**The Federal Public Defender is an Equal Opportunity Employer**