

**FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OKLAHOMA**

**POSITION ANNOUNCEMENT
PROPERTY AND PROCUREMENT ADMINISTRATOR**

The Federal Public Defender for the Northern District of Oklahoma is accepting applications for the position of Property and Procurement Administrator. 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: The Property and Procurement Administrator performs a wide range of administrative duties. This position will advise and assist the Defender and/or Administrative Officer by researching and recommending solutions to complex procurement matters; obtaining equipment, supplies, furnishings, and professional contract services from government and non-government sources through competitive bids, existing government contracts, or new contracts; and acting as an advisor to other staff regarding purchasing matters.

Primary responsibilities include acquisition, maintenance, and inventory of furnishings, supplies, library materials, and equipment; reviewing requisitions and conferring with requesting persons regarding necessary goods and services; receiving and processing orders and invoices as authorized; preparing correspondence and conducting meetings with vendors; determining whether prices are fair and correct, and judging if quality meets specifications and performance standards; locating sources of supplies for regular and emergency purchases. In order to perform these duties, the Procurement Administrator must maintain proficiency in federal and local procurement practices and procedures (leasing and contracting, inventory, budget reporting rules, internal controls, and communications with the Office of Defender Services and the General Services Administration). Duties may also include management of employee travel, case-related data administration, vendor contracts, training and development with office management software, and other duties as assigned.

Requirement and Qualifications: To qualify for this position, a person must be a high school graduate or the equivalent with a minimum of three years general office experience and two years specialized procurement experience. Candidates should be proficient in Microsoft Word, Adobe Acrobat and Microsoft Excel.

Salary and Benefits: Federal salary and benefits apply. Starting salary ranges from JSP 9 to 12, depending on experience. 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 three professional references) to Julia O'Connell, Federal Public Defender at OKNresumes@fd.org.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.

The Federal Public Defender is an Equal Opportunity Employer