



**Office of the Federal Defender
Eastern District of Oklahoma**

Vacancy Announcement #202306
Position Title: Administrative Assistant

Posting Date: 03/24/2023
Full-Time
Duty Station: Muskogee, OK

Closing Date: Open Until Filled

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for the position of Administrative Assistant. The federal defender organization operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts. The Administrative Assistant provides administrative support services for the Federal Public Defender and Administrative Officer and general technical and administrative support, in accordance with approved procedures and policies. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources as well develops solutions and guidance to other staff to ensure administrative consistency.

The Administrative Assistant performs tasks such as the following:

- Schedule and confirm meetings, prepare correspondence, documents, and other material.
- Coordinate meetings, logistics, etc., as applicable.
- Assist in the preparation of agendas, materials.
- Encourage and implement standard office administrative procedures.
- Act as a backup for other staff who: Receive, screen, and refer telephone calls and personal visitors.
- Answer routine inquiries and provide assistance to staff, maintaining the confidentiality of sensitive matters.
- Research inquiries, requests, and policies.
- Assist with activities, maintain records, prepare materials and resources.
- Retain knowledge of rules, regulations, procedures, and practices of administration.
- Perform other related duties as required.

QUALIFICATIONS

- To qualify for the position of Administrative Assistant, applicants will demonstrate progressively responsible clerical, office, administrative or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.
- Strong interpersonal skills, time management skills, and the ability to communicate effectively, both verbally and in writing, with a wide variety of people.
- Competency with Microsoft Office applications, including Word, Excel, and PowerPoint; Adobe, and other organizational software.
- Experience with confidential information is highly desired.
- Ability to handle multiple assignments and stay on task with frequent interruptions and rapidly shifting priorities.
- Professional demeanor, strong work ethic and the ability to use good judgment.
- A bachelor's degree is preferred but not required.

SALARY AND BENEFITS

- Candidate will be subject to a background check as a condition of employment.
- Federal salary and benefits apply. Salary is commensurate with experience and education level.

HOW TO APPLY

Interested applicants should submit a cover letter and resume highlighting relevant skills and experience, along with a list of three professional and three personal references to:

Scott A. Graham, Interim Federal Public Defender at OKE_resumes@fd.org

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

The Federal Public Defender is an Equal Opportunity Employer