

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

SUITE 540 WEST -- THE CURTIS
601 WALNUT STREET
PHILADELPHIA, PA 19106

LEIGH M. SKIPPER
CHIEF FEDERAL DEFENDER

PHONE NUMBER (215) 928-1100
FAX NUMBER (215) 928-1112
FAX NUMBER (215) 928-0822
FAX NUMBER (215) 861-3159

HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

**At least one position
Posting Code 020180-22**

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening for an Administrative Assistant. The office represents indigent defendants in federal cases from inception through appeal and conducts post-conviction litigation for indigent individuals challenging state and federal convictions and sentences. The FCDO also has an active capital case trial practice and represents death-sentenced prisoners in all stages of federal habeas corpus proceedings. Our office is located in Philadelphia's vibrant Center City district, in newly renovated office space in the historic Curtis building, close to the federal courthouse and across from Independence Mall, the Liberty Bell, and Washington Square Park.

The Administrative Assistant will perform or oversee tasks such as:

- Assist with and coordinate efforts to prepare the office for annual internal control audits, national audits, and program assessments;
- Prepare administrative reports as required;
- Update and edit office manuals and forms, gathering updated information from staff as needed;
- Procure supplies, equipment, furnishings, and professional contract services, and complete related procurement actions;
- Research and provide guidance in purchasing matters; obtain competitive quotes and prepare and process purchase orders and invoices as authorized; communicate with vendors, building personnel and/or their representatives;
- Contract for maintenance and repair of office space, equipment, and furniture;
- Assist with the coordination of construction projects and, as needed, arrange office relocations, renovations, and repairs;
- Assist with the review and processing of expense vouchers;

- Provide travel services, including preparing travel authorization requests, making travel arrangements and reservations for staff and experts, processing cash advances, and preparing office-wide requests for travel outside the conterminous United States;
- Assist with office-wide projects such as safety and security programs, CJA/CLE support, and computer search related programs (Westlaw, LexisNexis, Accurint, CLEAR);
- Manage the office petty cash accounts;
- Perform other duties as assigned.

Candidates must possess a minimum of six years of progressively responsible administrative experience, including general administration and management, personnel, operations, finance, and procurement in a legal environment. Candidates must have strong oral and written communication skills and strong interpersonal skills. Candidates must be able to handle confidential matters with discretion, exercise mature judgment, work well independently and on teams, meet deadlines, and work on multiple projects simultaneously. A bachelor's degree from an accredited college or university is preferred. Computer literacy, including advanced proficiency in Microsoft Word, Microsoft Outlook, and Microsoft Excel, is required. Experience with computer-assisted research is desired. The ability and willingness to work evenings and weekends when necessary is required.

While performing the duties of this job, the Administrative Assistant must occasionally lift and/or move up to 25 pounds. Candidates must possess a valid driver's license. Fluency (oral and written) in the Spanish language is helpful but not required. Candidates should understand that COVID-19 vaccinations are required and the Federal Community Defender Office will consider accommodations for medical, disability, and religious-based reasons.

Interested applicants should apply at [Federal Community Defender Office Careers](#). Candidates will be interviewed on an ongoing basis until the position is filled. Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position is subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.