

## **Budget Analyst, DSO, Program Operations Division, Budget Branch**

The responsibilities of the Program Operations Division range from program reviews of individual district defender offices, providing budget and program support to federal defender organizations and developing the national program budget request to Congress.

The incumbent of this position will serve as a Budget Analyst and report to the Chief of the Program Operations Division, Budget Branch. DSO is seeking a candidate that has experience with budgeting, is knowledgeable in the federal budget processes, and has strong writing, editing, analytical, and quantitative skills to prepare budget and policy documents. Qualified candidates should be highly proficient in Microsoft Word, Excel, and PowerPoint, have strong data gathering skills, and the ability to use database software is critical. The ideal candidate should be self-motivated, have strong verbal communication skills, and an intellectual curiosity which leads to identifying problems and providing solutions. The ideal candidate will also be comfortable in a team environment that is often fast-paced and working under tight deadlines.

The duties of this position include, but are not limited to:

1. Assisting in the development of Defender Services annual appropriation request and justification to Congress, including tables, supporting narrative, and graphic displays.
2. Providing financial management oversight of the federal defender program and/or daily budget support to individual federal defender organizations.
3. Reviewing and analyzing reports to assist in preparing budget requirements for the federal defender program.
4. Performing cost-benefit, statistical, accounting system, and other analysis of Defender Services programs including developing alternatives to proposed budgetary and program actions.
5. Preparing a variety of high-level written documents such as decision memoranda, agenda items, and analytical reports for senior AO management, judicial officers, and federal public defenders.
6. Providing ongoing technical advice and assistance to managers of national programs and federal defenders on a wide range of budgetary financial management issues.

7. Working with other program divisions and AO offices on a variety of team projects, including audits, analytical studies, and financial/program analyses.
8. Preparing and presenting budgetary reports at large conferences, and explaining specific budget issues to colleagues, senior managers, federal public defenders, and judicial officers.
9. Leading and working collaboratively on assigned projects to reach sound conclusions and making reasonable recommendations and taking steps to prevent their occurrence while maintaining objectivity in managing difficult issues, events, or decisions.

Closes: 7/29/2024

Link to Apply: [USAJOBS - Job Announcement](#)