



Federal Defenders of Eastern Washington and Idaho Position Announcement

Administrative Officer (AdO) Spokane, WA

The position. The Federal Defenders of Eastern Washington and Idaho (FDEWI) is accepting applications for an Administrative Officer to be located in the Spokane office.

Who we are. We are a Community Defender Organization¹, making us a non-profit corporation funded exclusively by a grant by the Administrative Office of the United States Courts and operates under the authority of the Criminal Justice Act to provide defense services in criminal cases in federal court. We are not government employees, and our employment status is considered “at will.” The organization’s main office is in Spokane, Washington, with a branch office in Yakima, Washington.

We are a staff of thirty-nine (26 in Spokane and 13 in Yakima) comprising attorneys, legal assistants, paralegals, investigators, mitigation specialist, social worker, office support, and IT specialists who are committed to vigorously representing our clients.

The Administrative Officer is stationed in Spokane though occasional travel to the Yakima branch will be required. More information about FDEWI may be found at www.fdewi.org.

What we value. We believe effective, holistic representation occurs when members of our staff have diverse backgrounds and experiences. This means that, in recruiting individuals to join our staff, we value (and embrace) the unique contributions you as the applicant can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity, sexual orientation, nation of origin, age, languages spoken, veteran’s status, religion, disability, and economic status. We welcome those who seek such an environment to apply, and we are an equal opportunity employer.

Who you are. You are a trusted and reliable administrator who values professionalism and who consistently uses sound judgment to carry out responsibilities. You work closely with the Executive Director, Chief Deputy (Yakima branch manager) and Spokane Managing Attorney. You keep confidences and are comfortable acting both independently and as a member of the management team so that the office can provide exceptional legal services to the clients we represent. You are a problem solver who possesses creativity, dedication and neutrality.

Position Description. The Administrative Officer is responsible for a variety of administrative and management issues. General areas of direct or supervisory responsibility include management and

¹ See 18 U.S.C. § 3006A(g)(2)(B).

administrative analysis, financial management, personnel administration, benefits program management, supervision and training, space and facilities management, equipment/telecommunications/office automation management, property and records management, and procurement management.

Experience Required: A minimum of three years of experience in office management and administration.

Experience in financial planning and management, including budget compliance and accounts payable. **Knowledge using MS Dynamics or comparable accounting software. Computer literacy, including fluency in the Microsoft Office suite of programs, including Excel and Adobe Acrobat.**

Strong planning and organizational skills. The ability to speak and write clearly and effectively.

Experience we hope for: The ideal candidate will have previously managed the day-to-day operations of a law firm or either a profit or non-for-profit organization.

In addition, the following attributes will be helpful:

1. Experience in human resources as it relates to a business or government agency.
2. An accounting degree or master's degree in business administration from an accredited college.
3. A background with managing telecommunications, office automation, and office space management.
4. Prior experience working in a federal public or community defender office.

Duties & Responsibilities:

General administration, management, and supervision

Acts as the principal advisor to the Executive Director on all aspects of office administration and management.

Directly assists with key day-to-day planning, process improvement, policy development, short-term and long-term strategic planning.

Develops and maintains a system of internal controls to assure proper segregation of duties for financial, procurement and property management, as well as personnel functions. Audits internal financial controls annually and recommends improvements to the Executive Director.

In conjunction with the Executive Director, supervises and directs IT functions.

Assists the Executive Director with the preparation of the Board Report for the Board of Directors' bi-monthly meetings, sends out invitations and coordinates the Annual Board Meeting in May.

Budget and Financial Management

Manages the financial operations of the defender office, which include developing the annual budget, ensures expenditures remain within budgetary constraints, justifies itemized budget projections, submits monthly reports, and reviews and analyzes long-range budgetary and staffing needs.

Manages and oversees day-to-day accounting functions, including the disbursement of appropriate funds for FDEWI. Ensures that employee pay is executed in a timely manner in-house or in conjunction with a payroll company if retained by the organization.

Analyzes long-range budgetary and organizational emphasis, including staffing needs and resource allocation. Monitors caseload projections in conjunction with budget plans.

Ensures adherence to federal and local procurement practices and procedures. Acquires current knowledge of fiscal year spending requirements and restrictions and maintains purchasing records and reports. Operates in compliance with FDEWI's Internal Controls Procedures and with applicable Judiciary Policies and Procedures.

Coordinates with a certified public accountant retained by the organization to ensure that tax returns are filed in a timely manner and that the organization is prepared for its annual financial audit performed by an accounting firm retained by the Administrative Office of the United States Courts.

Develops and monitors monthly reports, status of funds reports, and monthly reconciliation reports.

Works with insurance companies to ensure that the organization is sufficiently insulated from monetary damages associated with liability claims and protected in the event of property damage.

Human resources and personnel management

Provides the Executive Director with technical and advisory assistance in the areas of recruitment, selection and staffing, classification and compensations, benefits, performance management, grievance and EEO procedures, and employee relations.

Develops and administers procedures for recruitment and selection of applicants. Screens applications and tests and interviews candidates where appropriate to ensure that the most qualified applicant is hired, if applicable.

Recommends personnel policies to the Executive Director and other members of management on matters like performance management, standards of conduct, disciplinary proceedings, and employee development and promotion.
Acts as employee benefits coordinator.

Initiates and maintains an orientation program for all new employees. Manages off-boarding process and where appropriate conducts exit interviews of departing employees.

Maintains personnel files and records consistent with employment laws and good practices.

Procurement of goods and services

Determines need and ensures procurement of supplies, equipment, furnishings, and professional contract services from government and non-government sources. Works closely with CSA for equipment needs of the office.

Ensures adherence to federal and local procurement practices and procedures. Acquires current knowledge of fiscal year spending requirements and restrictions and maintains purchasing records and reports. Operates in compliance with policies promulgated by the Administrative Office of the United States Courts.

Property management

Organizes and manages storage systems for records and monitors property inventory.

Determines need and secures adequate and suitable office space. Monitors monthly rent bills and ensures that the landlord properly assesses CAM charges.

Coordinates office repairs or renovations and arranges office space and relocation when needed.

Disposes of unused property in a manner consistent with policies promulgated by the Administrative Office of the United States Courts.

Become familiar with the property leases in both offices and advises the Executive Director as needed on compliance issues and the expiration of lease terms.

Salary and benefits. We take care of our team. This full-time position has a starting annual salary range of G/S 11-1 \$69,107 to G/S 14-1 \$116,393, depending on your years of relevant professional experience. You will be eligible for benefits, including the following: 1) health; 2) vision; 3) dental; 4) life insurance/AD&D & long-term disability; 5) flexible savings account; 6) 403(b) Retirement Plan; 7) eleven paid federal holidays; 8) thirteen days of paid annual sick leave; and 9) thirteen days of paid annual vacation (the rate of paid vacation leave increases based on years of service). Salary is paid semi-monthly (mid-month and end-of-month) via direct deposit.

Anticipated start date early 2024.

To apply. If you're interested in applying to join our team, please send a cover letter, resume, and list of three professional references, to the following e-mail:

Email: wae_employment@fd.org
Subject Line: Administrative Officer-Spokane

Position Announced: Open until filled.

No need to call us to check on your application, we'll contact applicants who are selected for an interview.

FDEWI is an equal opportunity employer and encourage people from diverse backgrounds to apply.