

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

Virginia L. Grady, Federal Public Defender
Matthew K. Belcher, First Assistant

Tracy Hucke, Wyoming Branch Chief
Mary V. Buttrerton, Senior Litigator

O. Dean Sanderford, Chief, Appeals
John C. Arceci, Senior Counsel

POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT – DENVER, COLORADO

The Colorado office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks an Administrative Assistant to join our Denver office. The Office of the Public Defender is a law office. It operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

Job Description: This position serves the Colorado and Wyoming offices by assisting the Defender and the Administrative Officer with critical operational functions and related administrative matters. Primary focus is on case management for the Colorado and Wyoming offices. The successful applicant will be responsible for receiving incoming cases, entering case information into the organization’s database, and overseeing the office conflicts database. Daily collaboration with the First Assistant, and trial and appellate attorneys is a core aspect of the job. The Administrative Assistant will assist the Defender by analyzing case data and training new employees on the use of the case database. The office environment is team-oriented, positive, and client-centered, with opportunities for advancement.

Requirements and Qualifications: To qualify for this position, a candidate must have a high school diploma or equivalent, three years of general office experience, and two years of specialized experience. There will be training in the use of visual analytical platforms, such as Tableau. Preference will be given to applicants with professional experience in law office case management, familiarity with the federal criminal code, and/or understanding of basic principles of legal conflicts of interest. Attention to detail, strong organizational skills, and the ability to balance multiple tasks is essential. Applicants must have the ability to focus and report accurately in a fast-paced environment. Proficiency in Word and Excel in Office 365 is required.

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the starting range of JSP Grade 9 (\$60,331 - \$78,432). Among the many benefits are the Federal Employee Retirement plan (FERS), the Thrift Savings Plan (401K), paid sick and annual leave, health, life, disability, long-term care, dental and vision insurance, and 11 paid federal holidays.

How to Apply: Qualified individuals should submit a letter of interest and resume in .pdf format to

Veronica Knights, Personnel Administrator, at employment@cofpd.org
Subject Reference: Administrative Assistant – Denver

Interviews will be conducted in person or via videoconference. Cost of travel must be incurred by the applicant. **No phone calls, please.**

The Federal Public Defender is an equal opportunity employer.

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