

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. Butterton, Senior Litigator

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

POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT – DENVER, COLORADO

The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time administrative assistant for our Denver office. The Office of the Public Defender 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 our clients 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. This role will also serve as additional support to the front-facing operations of the office. Duties of this position include receiving and routing incoming telephone calls, mail, faxes, and deliveries; greeting and directing visitors; arranging conference calls; delivering court documents for filing; entering case information into the organization’s database, conducting conflicts checks, and collaborating with the First Assistant and CJA supervisory attorney to determine case assignments; and performing other duties as assigned. The duties of this position may vary and will be dependent on case and office needs.

Our office environment is positive, collaborative, and client-centered, with opportunities for professional growth and advancement. The office has a hybrid telework policy that permits employees to work at home up to two days per week.

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. Applicants must be team-oriented, have a friendly and positive demeanor, be able to work quickly and independently, and be able to exercise mature judgment. Attention to detail, strong organizational skills, and the ability to balance multiple tasks is essential. Proficiency in Word and Excel in Office 365 is required. Preference will be given to applicants with professional experience in federal court units, criminal defense, and/or performing receptionist duties for multiple incoming lines and locations.

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 (\$66,670 - \$86,670). Among the many benefits are the Federal Employee Retirement plan (FERS), the Thrift Savings Plan (401K), paid sick and annual leave, a variety of health, dental and vision insurance options, life, disability, long-term care 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.**

Position posted on April 23, 2024 – Open until filled.
The Federal Public Defender is an equal opportunity employer.

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