

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

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POSITION ANNOUNCEMENT
PROPERTY AND PROCUREMENT ADMINISTRATOR – DENVER, COLORADO

The Colorado office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a property and procurement administrator to join its 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 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: The property and procurement administrator performs a wide range of administrative duties. This position will advise and assist the Defender and/or Administrative Officer by researching and recommending solutions to complex procurement matters; obtaining equipment, supplies, furnishings, and professional contract services from government and non-government sources through competitive bids, existing government contracts, or new contracts; and acting as an advisor to other staff regarding purchasing matters.

Primary responsibilities include acquisition, maintenance, and inventory of furnishings, supplies, library materials, and equipment; reviewing requisitions and conferring with requesting persons regarding necessary goods and services; receiving and processing orders and invoices as authorized; preparing correspondence and conducting meetings with vendors; determining whether prices are fair and correct, and judging if quality meets specifications and performance standards; locating sources of supplies for regular and emergency purchases. In order to perform these duties, the procurement administrator must maintain proficiency in federal and local procurement practices and procedures (leasing and contracting, inventory, budget reporting rules, internal controls, and communications with the Office of Defender Services and the General Services Administration). Duties may also include management of employee travel, case-related data administration, vendor contracts, training and development with office management software, and other duties as assigned.

Our office environment is collaborative, positive, and client-centered, with many leadership opportunities. We will train the selected candidate to perform the job duties assigned to this position.

Requirements and Qualifications: To qualify for this position, a candidate must be a high school graduate, or equivalent, and have a minimum of three years of general office experience and two years of specialized procurement experience. Applicants must be proficient in Excel, Outlook, PowerPoint, and Word for Office 365. A positive attitude, excellent customer service skills, strong organizational and project management skills, and attention to detail are essential to this role. This role also requires the ability to work closely with a team as well as independently, to be flexible and adaptable, and to multitask short-term and long-term projects. Preference will be given to applicants with management and accounting experience and/or those who are technologically proficient in website and database management.

Applicants must be United States citizens, or persons authorized to work in the United States. Appointment is subject to a satisfactory background investigation including an FBI name check.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 9 (\$58,585 - \$76,160), JSP Grade 11 (\$70,883 - \$92,153), or JSP Grade 12 (\$84,960 - \$110,452). Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

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Denver, Colorado
633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
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Casper, Wyoming
Ewing T. Kerr Federal Building
111 South Wolcott Street, Room 312
Casper, WY 82601
Phone: 307-772-2781
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www.cofpd.org

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

Veronica Knights, Personnel Administrator

employment@cofpd.org

Subject Reference: Property and Procurement Administrator - Denver

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

The Federal Public Defender is an equal opportunity employer.