

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

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POSITION ANNOUNCEMENT
CASE DATA MANAGEMENT SPECIALIST – DENVER, COLORADO

The Colorado office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a case data management specialist to join 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 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 with law office and data management responsibilities. The Case Data Management Specialist (“CDMS”) is responsible for the oversight of all incoming case data, which includes precise data entry into the office data collection program, data reporting, auditing, and general analytics. The CDMS will be fluent in the federal criminal code and principles of ethical conflicts of interest. The CDMS works closely with the Defender, the First Assistant, the Administrative Officer, and attorneys. The office environment is collaborative, positive, and client-centered, with many opportunities for advancement. Our office 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 have a high school diploma or equivalent, a minimum of two years of general office experience, and a minimum of two years of specialized experience. Strong preference will be given to applicants with professional experience in law office case management and data collection. A verifiable history of attention to detail is paramount. Applicants must be team-oriented with the ability to communicate well with colleagues and clients. Applicants must have strong organizational and analytical skills and 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 range of JSP Grade 7 (\$49,322 - \$64,114), JSP Grade 8 (\$54,623 - \$71,006), or JSP Grade 9 (\$60,331 - \$78,432). Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

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: Case Data Management Specialist - 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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