THE OPPORTUNITY
The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Operations Administrator in its Columbus office.

The Operations Administrator (OA) provides administrative and operational support to the Trial and Capital Habeas Units of the Federal Public Defender Office for the Southern District of Ohio. This position is responsible for a variety of administrative and management matters regarding, office operations, policy, procedures, reporting, personnel, training, space, and facilities. The OA will ensure all operations activities are in compliance with applicable guidelines, policies, and federal requirements. This position assists with maintaining records and internal control compliance, annual assessments, and cyclical audits. The OA works closely with the Federal Public Defender, Administrative Officer, Computer Systems Administrator, Administrative Assistants, and other supervisors. The general duties and responsibilities for this position will include:

- Adhere to the Guide to Judiciary Policy regarding policies, procedures, practices, as well as local internal control procedures and separation of duty practices.
- Advise the Administrative Officer on all aspects of office administration and management.
- Study office operations to recommend methods of increasing efficiency and economy.
- Assist in maintenance and monitoring of internal controls procedures and general office operating procedures for a variety of administrative and management areas including general office operations, case management, office space, security, personnel, finance, and budget.
- Facilitate short- and long-range plans, strategic projects, and other operations related implementations.
- Assist in preparation and analysis of administrative and statistical reports.
- Coordinate CJA panel operations and trainings with internal and external partners.
- Organizing events and training, scheduling meetings, and coordinating working groups.
- Assist with determining need and securing suitable office space, coordinating construction projects, office relocation, renovation, and repairs.
- Monitor, coordinate, and react to day-to-day administrative issues. Responds to administrative inquiries from staff and outside partners.
- Other duties as requested.

ABOUT US
The Office of the Federal Public Defender for the Southern District of Ohio provides the highest quality legal representation in criminal cases to persons who cannot afford to hire a private attorney. Through our Trial and Appellate Units, we represent people who have been accused of federal criminal offenses from the onset of their case, through the trial and appellate phases.
Through our Capital Habeas Unit, we represent people sentenced to death in Ohio and around the country, through state and federal courts and all subsequent proceedings.

We utilize teams with interdisciplinary skill sets that ensure compassionate and comprehensive representation. We are attorneys, paralegals, investigators, office administrators, and information technology specialists who prioritize centering our representation around our clients and their needs.

COMMITTMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our office values diversity, is committed to equity and inclusion, and works to foster a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek team members who share that belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences. We are interested in applicants’ talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

QUALIFICATIONS

The most important qualification for any position in our office is a strong passion for helping those in need and a demonstrated willingness and ability to work collaboratively in a team environment dedicated to that goal.

Applicants for this particular position must have the following:

- Proficiency in the use of Microsoft Office Suite (especially Excel, Outlook, and Teams).
- Experience with financial and/or case management databases.
- Ability to be flexible and adaptable to unexpected needs and problems; to manage multiple tasks and priorities, often with conflicting deadlines.
- Ability to think critically and independently; to analyze problems and assess the practical implications of alternate solutions.
- Ability to communicate information clearly and professionally with a variety of people, including executives, contractors, and FPDO and court personnel.
- Ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed.
- Excellent organizational and planning skills, with the ability to coordinate numerous moving parts, adjust to changing requirements, and document progress.
- Excellent interpersonal skills, with the ability to build, motivate and lead a team; skill at applying existing or new principles in difficult or challenging situations.

Preferred Qualifications Include

- Ability to research, interpret, and implement federal judiciary guidelines and policies regarding purchasing.
- Proficiency with a wide range of technology, including Microsoft Office, SharePoint, and Adobe Acrobat.
• Possess tact and good judgment, and always maintain a professional appearance and demeanor.
• Self-starter, mature, highly organized, poised, and demonstrate initiative.

EDUCATION & EXPERIENCE
Applicants for the OA position must have a High School diploma or the equivalent. However, a Bachelor’s degree from an accredited college or university in Financial Management, Public Administration, or other relevant field is preferred. Current or prior federal judiciary experience is also preferred.

SALARY & BENEFITS
The salary of the successful applicant will be commensurate with the person’s qualifications and years of experience. The starting annual salary for this position falls within a range under the Judicial Salary Plan from $62,522 (Grade 9, Step 1) to $117,866 (Grade 12, Step 10). Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (similar to a 401k). Part time teleworking is available, consistent with office policy, court obligations, and position duties.

HOW TO APPLY
Qualified applicants should submit a letter of interest, resume, and three professional references, in PDF format, to OHS_employment@fd.org. Applications for this position will be accepted until Monday April 15, 2024.

CONDITIONS OF EMPLOYMENT
The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. A reliable vehicle and a valid driver’s license are required, as some local travel will be necessary. Employees of the Federal Defender are members of the judicial branch of government; they are considered ‘at will’ and can be terminated with or without cause.

The Federal Public Defender for the Southern District of Ohio is an equal opportunity employer. We are an inclusive office and seek applications from a diverse group of qualified individuals. We provide reasonable accommodations for applicants with disabilities.