



## THE FEDERAL PUBLIC DEFENDER DISTRICT OF ALASKA

Rich Curtner  
Federal Defender

601 West Fifth Avenue, Suite 800  
Anchorage, Alaska 99501  
(907) 646-3400 – Phone  
(907) 646-3480 – Fax

---

Administrative Assistant – 2018

### ADMINISTRATIVE ASSISTANT

The Federal Public Defender (“FPD”) of Alaska seeks an Administrative Assistant. Must be available to start December 31, 2018. To qualify for this position, an applicant must be a high school graduate or equivalent and must have the requisite experience outlined herein, as well as the knowledge, skills and/or abilities necessary to perform functions of the job. Employment is subject to a satisfactory background investigation and available funding. The salary range is \$67,930 - \$89,563) and is based on the selectee’s experience as well as federal guidelines and regulations. Employees are at-will and are required to adhere to a code of conduct, which is available upon request. The Federal Public Defender is an equal opportunity employer. Send inquires or letter of introduction, resume and three references to:

Sally Hinkley, Administrative Officer  
601 West 5<sup>th</sup> Ave., Suite 800, Anchorage, AK 99501

[Sally\\_hinkley@fd.org](mailto:Sally_hinkley@fd.org)

**Applications due November 16th, 2018**  
NO PHONE CALLS PLEASE

### Additional Detail

The Administrative Assistant provides assistance and advice to the Administrative Officer in a variety of administrative and management matters regarding policy, operations, finance, procurement, property, and travel, as well as assisting in the maintenance and monitoring of internal controls in those functional areas.

The Administrative Assistant performs the following tasks on a daily basis: Assists the Administrative Officer with all aspects of office administration. Ensures adherence to federal financial, procurement and personnel practices and procedures. Acquires knowledge of current requirements and restrictions provided by the Office of Defender Services, AOUSC and the *Guide to Judiciary Policy*, applicable state and federal statutes; and GSA’s rules and regulations. Reviews publications and directives of AOUSC, ODS, GSA and other related materials; and advises the Administrative Officer concerning policies, regulations and procedure. Assists significantly with the management of financial operations and budget preparation, processes

designated phases of procurement, obtains prior approval for purchase of goods and services, serves as Property Disposal Officer and processes all travel needs for the office. Responds to administrative inquiries and assists in the preparation and transmittal of administrative, statistical and narrative reports.

### **Qualifications**

Candidate must be a high school graduate or the equivalent, must possess at least 3 years of general experience and 3 years of specialized experience, must have stellar professional and attendance performance, strong interpersonal, oral and written communication skills, excellent multi-tasking skills, and the ability to recognize and analyze problems and recommend practical solutions. Candidate must be punctual, highly motivated, and detail oriented. Physical demands of this position regularly require the ability to talk or hear, and occasional lifting up to 25 pounds.

The successful candidate will have an understanding of word processing duties in an office environment, including both Word and Excel; comprehensive knowledge of office clerical principles, practices, methods and techniques; the ability to identify and evaluate pertinent regulations, policies and procedures, ensure adherence to federal and local office practices and procedures, and possess an understanding of legal office confidentiality issues; an operational knowledge of VOIP Telephone Systems, skill and judgment in the analysis of assignments and the skills and ability to execute the duties of the position. Desirable qualities include a working knowledge of HRMIS, JNET and JIFMS software systems, as well as experience as a travel coordinator.

### **Benefits**

Excellent Benefits Package including:

Health Insurance coverage with choice of plans (FEHB)

Life Insurance (FEGLI)

Optional dental and vision insurance (BENEFEDS)

Retirement Plan

Participation in tax-deferred retirement savings plan with employer contribution (TSP)

Paid vacation and sick leave

Government holidays

Direct Deposit of paycheck, as mandated by the Financial Reform Act

Transit subsidy, subject to available funds.