

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
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Vacancy Announcement

Position: Finance Administrative Assistant

Location: Los Angeles, CA

Deadline: September 23, 2022

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time administrative assistant focusing on financial administration and management. The office's Administrative Unit supports over 220 employees across three offices in Los Angeles, Santa Ana and Riverside. The selected candidate will be stationed in Los Angeles. The Federal Public Defender's Office is committed to the pursuit of justice by advocating for the constitutional rights and inherent dignity of individuals who are accused or convicted of crimes or sentenced to death and cannot afford to pay for a lawyer.

Job Duties: The finance administrative assistant position will assist the Financial Administrator in all financial and budget matters. More specific duties may include: assisting with the distribution of budget allocations, reprogramming budget funds, reconciling pay period reports, producing a report to project payroll and benefits for the fiscal year, analyzing workload and staffing reports, processing payment vouchers, assisting with management of staff travel when necessary, assisting with internal controls reviews and audits, and performing other duties as assigned.

Requirements: All applicants must have graduated from an accredited school with a bachelor's degree in accounting, finance, business administration or a related field and have a minimum of two years of specialized experience and knowledge of finance and accounting procedures, guidelines, policies, and practices. Extensive relevant experience may substitute a bachelor's degree. A high level of computer literacy is required.

Selection Criteria: Candidates must be detail-oriented and well organized; must have excellent oral and written communication and interpersonal skills; must possess strong organizational, planning, problem-solving, math, and analytical skills; have excellent customer service skills; can work independently and take initiative; is capable of analyzing and communicating complex information; has the drive to broaden the depths of their knowledge; must be able to organize work and set priorities to meet critical deadlines; and works well in teams.

A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. Proof of COVID-19 vaccination will be

requested of the candidate(s) selected for this position. Additional information regarding the office's vaccine policy will be provided to the selected candidate(s).

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

How to Apply: Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtemoc Ortega, Federal Public Defender, at employment@fpdcdca.org with the subject line: FINANCE ADMINISTRATIVE ASSISTANT APPLICATION. We will accept applications until September 23, 2022, however, interviews will occur on a rolling basis and the open position may be filled before that date. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.