

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
SOUTHERN DISTRICT OF OHIO**

250 E. Fifth St. Suite 350
Cincinnati, OH 45202

**PROCUREMENT & PROPERTY ADMINISTRATOR
Position Announcement 22-007**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Property & Procurement Administrator in the Cincinnati Office. The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 USC 3006A to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Job Description: The Property and Procurement Administrator (PPA) performs a wide variety of administrative duties, primarily providing assistance and advice to the Defender and/or Administrative Officer in all aspects of property and procurement. The PPA is required to acquire and maintain knowledge of current policies and requirements provided by the *Guide to Judiciary Policy*, GSA rules and regulations, local office policy, and applicable state and federal statutes.

General areas of responsibility include serving as contracting officer to procure case related expert services, supplies, general services, library materials, furniture, and equipment from government and non-government sources through competitive bids, existing contracts, or new contracts. The PPA will prepare correspondence and serve as the liaison to vendors, research any discrepancies or problems encountered with service requests, process purchase orders and invoices as authorized. They will advise staff on purchasing matters, maintain purchasing records and reports, and provide staff training as necessary.

The PPA will develop, with the Administrative Officer, a system of internal controls to assure the proper separation of property and procurement duties and maintain contracting officer certifications through Administrative Office of U.S. Courts. They will work alongside the Custodial Officer to provide purchase records to ensure accuracy of the office's master property list and reports.

Qualifications: To qualify for the PPA position, an applicant must be a high school graduate, or equivalent, and have at least three years of experience in the area of procurement. A college degree is preferred and may be substituted for experience. All candidates must be proficient with the use of a personal computer, with an emphasis in Microsoft Office (especially Excel and Outlook), Adobe, and have experience with financial databases.

A successful candidate must demonstrate the ability to research, comprehend, and apply complex regulations or policy guidelines, maintain a keen attention to detail, provide excellent communication and interpersonal skills, possess mature judgment, and maintain professionalism with colleagues as well as third parties.

Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employment benefits including health and life insurance, retirement and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Application Information: Qualified applicants should submit a letter of interest, resume, and three professional references, in PDF format, to OHS_employment@fd.org. This position will be open until filled.

Conditions of Employment: 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, Southern District of Ohio is an equal opportunity employer. Women, minorities and individuals with disabilities are encouraged to apply. The FPDO provides reasonable accommodations to applicants with disabilities.