

**FEDERAL PUBLIC DEFENDER**  
WESTERN DISTRICT OF OKLAHOMA

SUSAN M. OTTO  
FEDERAL PUBLIC DEFENDER

Death Penalty Federal  
Habeas Corpus Division:  
Reply To: \_\_\_\_\_  
215 Dean A. McGee  
Suite 707 Old Post Office Building  
Oklahoma City, Oklahoma 73102  
(405) 609-5975  
Telefacsimile: (405) 609-5976

Main Office:  
Reply To: ✓  
215 Dean A. McGee  
Suite 109 Old Post Office Building  
Oklahoma City, Oklahoma 73102  
(405) 609-5930  
Telefacsimile: (405) 609-5932

Federal Transfer Center  
Parole Revocation Docket:  
Reply To: \_\_\_\_\_  
215 Dean A. McGee  
Suite 109 Old Post Office Building  
Oklahoma City, Oklahoma 73120  
(405) 680-4047  
Telefacsimile: (405) 680-4082

**FEDERAL PUBLIC DEFENDER ORGANIZATION**  
**WESTERN DISTRICT OF OKLAHOMA, OKLAHOMA CITY**  
**HUMAN RESOURCES (HR) AND FINANCIAL ADMINISTRATOR**

We represent people who are unable to afford a lawyer. Some of our clients are charged with crimes in federal court; some have been convicted and are on Oklahoma's death row. Our staff of 30 includes lawyers, investigators, paralegals, and administrative/technical support staff. We are looking for a qualified and highly-motivated person to serve in the mixed-function position of HR and Financial Administrator. The primary focus will be HR, but the successful applicant must be willing to be trained for and to assume responsibility for financial administration in support of the Administrative Officer. This is an excepted, full-time position with federal benefits. We are at-will employees. We are not part of the Civil Service.

HR duties will include providing assistance to the staff with various benefit programs; ensuring compliance with time and attendance policies including leave recording and reconciliation; ensuring compliance with internal procedures and employment policies; and conferring with the Defender and Administrative Officer on policy, compliance, and administration matters. Performing these duties will require remaining current on Judicial Branch personnel policy and procedure, OPM standards, and EEO/EDR policy. Financial duties will include ensuring compliance with internal controls procedures related to financial management; preparing, reviewing, and reconciling vouchers for payment through the Courts' automated payment system; assisting as needed with budget development and review, audit preparation, and procurement. These duties will require training in the systems specific to the Court as well as specialized training and certification. Other duties may be assigned to address specific needs of the office.

A college degree is preferred. Starting salary will be based on experience. **Although fluency in Spanish is not required for this position, it is highly desirable.** Travel may be required for training.

Please send a resume with a cover letter, and references to: Susan Otto, Federal Public Defender, 215 Dean A. McGee Avenue, Suite 109, Oklahoma City, Oklahoma 73102; or by e-mail with the reference "HR and Financial Administrator Position" to [Zack\\_Pan@fd.org](mailto:Zack_Pan@fd.org). No telephone calls, please. **Deadline: May 1, 2021.**

**We follow the Employee Dispute Resolution Plan of the Tenth Circuit Court of Appeals.**  
**We are an Equal Opportunity Employer Seeking a Diverse and Inclusive Staff.**