

Office of the  
Federal Public Defender

Districts of Colorado and Wyoming

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**POSITION ANNOUNCEMENT  
ADMINISTRATIVE OFFICER – CHEYENNE, WYOMING**

*The Office of the Federal Public Defender for the Districts of Colorado and Wyoming is embarking on an exciting new journey. Effective August 25, 2025, the Wyoming Branch Office will separate from the Colorado office and become the first Office of the Federal Public Defender for the District of Wyoming. The new office seeks a full-time Administrative Officer to manage its day-to-day operations. The person hired for this position will receive training in the duties of this position in the months that precede the new office opening.*

*Federal Public Defender Offices operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are prosecuted in our federal courts and unable to afford counsel. We are committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about the Wyoming offices.*

**Job Description:** The Administrative Officer assists and advises the Defender in all aspects of office administration and management matters. The Administrative Officer manages the financial operations of the office, including budget control and projections; monitoring and controlling expenses in the operation and maintenance of the office; preparing and reviewing purchase orders and payment vouchers; and maintaining, analyzing, and reconciling accounting records and documentation.

The Administrative Officer also oversees procurement of services, supplies, equipment, library materials, and furnishings; oversees human resources, including recruitment and benefits; prepares, reviews, and analyzes data and statistical reports; develops internal control procedures ensuring proper segregation of duties for financial, procurement, and property management guidelines; participates in securing office space and coordinating construction projects and office relocations; and performs all other duties as assigned or required. This position will require occasional travel between the Cheyenne and Casper offices, as well as travel for administrative meetings and trainings.

As a principal advisor to the Federal Defender, the Administrative Officer ensures compliance with national and local policies and directives.

**Requirements and Qualifications:** Applicants must have 1) advanced knowledge of Office 365, specifically Excel and Word, 2) a general understanding of federal and local financial, personnel, and procurement practices and procedures, 3) the ability to balance frequent interruptions and long-term projects with day-to-day responsibilities, 4) a dedication to precise and accurate work, and 5) strong communication and interpersonal skills. Confidentiality, discretion, and good judgment are essential.

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Cheyenne, Wyoming  
214 W. Lincolnway, Suite 31A  
Cheyenne, WY 82001  
Phone: 307-772-2781  
Fax: 307-772-2788

Denver, Colorado  
633 17th Street, Suite 1000  
Denver, CO 80202  
Phone: 303-294-7002  
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Casper, Wyoming  
104 South Wolcott Street, Suite 550  
Casper, WY 82601  
Phone: 307-772-2781  
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**Applicants must have** 1) a high school degree or equivalent, 2) three years of general office experience, preferably in a legal environment, and 3) three years of relevant specialized experience, such as a comprehensive knowledge of fiscal processes, including budget preparation and management, office automation, procurement, personnel management, and office space acquisition and construction projects.

The ideal candidate must be a self-starter and innovative thinker who identifies issues and works to resolve them. If they do not know the answer to a question, they pursue self-education and seek assistance until they do. They are dedicated to serving clients by supporting the office as a whole. They are respectful to their colleagues and appreciate the importance of diversity and teamwork. They maintain high standards for themselves and perform their duties with a strong sense of ethics and integrity. Preference will be given to applicants who have documented employment experience with Generally Accepted Accounting Principles, financial management, office administration, personnel management, and/or supervision.

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check, and an IRS tax check. This is a high-sensitive financial position within the Judiciary and requires a full background investigation.

**Salary and Benefits:** This is an “Excepted Appointment,” full-time position with federal benefits and salary commensurate with experience and qualifications within the general rate ranges of JSP Grade 11 (\$73,939 - \$96,116), JSP Grade 12 (\$88,621 - \$115,213), JSP Grade 13 (\$105,383 - \$137,000), or JSP Grade 14 (\$124,531 - \$161,889). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

**How to Apply:** Qualified individuals should submit a letter of interest and resume to Veronica Knights, Personnel Administrator, at [employment@cofpd.org](mailto:employment@cofpd.org). Subject reference should be Administrative Officer – Cheyenne. **No phone calls, please.**

**Position posted on January 10, 2025 - Open until filled.**

**The Federal Public Defender is an equal opportunity employer.**