

POSITION ANNOUNCEMENT 10-05

Clerical Assistant

Office of the Federal Public Defender
Western District of Texas
Austin Division

The Federal Public Defender, Western District of Texas is accepting applications for the position of clerical assistant, to be stationed in the Austin branch office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court.

Requirements. To qualify for entry level, a person must be a high school graduate or equivalent and have at least two years of general experience. Some higher education may be substituted for experience. Requires personal-computer and business-application skills, Spanish-language fluency, and a demonstrated ability to analyze and apply relevant policies and procedures. Law office experience is preferred. Employment is subject to a satisfactory background investigation including an FBI name and fingerprint check.

Duties. Duties of the clerical assistant include filing, file room and library maintenance, heavy word-processing, photocopying legal documents, routing mail, answering and routing telephone and intercom calls, receiving visitors, delivering documents to the courthouse, and performing other duties as assigned. The full position qualifications statement with position description is available in this office.

Salary and Benefits. The starting salary of the clerical assistant will be fixed commensurate with experience and qualifications of the applicant within a range from JSP-4, Step 1 to JSP-7, Step 1, currently yielding \$27,990 to \$38,790 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include 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).

How to Apply. Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 10-05), and résumé to: Henry J. Bemporad, Federal Public Defender, Western District of Texas, 800 Brazos St., Ste. 490, Austin, Texas 78701-2507. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade at (210) 472-6700. Position announced January 12, 2010; open until filled.

The Federal Public Defender is an equal-opportunity employer.