

POSITION ANNOUNCEMENT 19-05
LEGAL ASSISTANT OR SENIOR LEGAL ASSISTANT

Office of the Federal Public Defender
Western District of Texas (AUSTIN)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of legal assistant or senior legal assistant, to be stationed in the Austin office. The Federal Public Defender 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 to individuals unable to afford counsel.

Requirements. To be considered for a legal assistant, candidates must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience. To be considered for a senior legal assistant, candidates must be a high school graduate or equivalent and have at least two years of general experience and 4 years of specialized experience. Some higher education may be substituted for experience. All candidates must be proficient with the use of a personal computer, with an emphasis in Word and other Windows-based applications. Advanced word-processing skills, a demonstrated ability to analyze and apply relevant policies and procedures, and Spanish-language fluency are required. Law office experience is preferred.

Duties. The legal assistant or senior legal assistant provides secretarial and clerical support to three or more attorneys; maintain attorneys' calendars of court settings and filing deadlines; answer general telephone inquiries regarding attorneys' activities; maintain attorneys' case files; prepare legal documents, briefs, and general correspondence using Word; review outgoing documents for accuracy; perform conflict checks. Primary duties of the legal assistant include heavy word-processing, record keeping, filing, photocopying, routing mail, answering and routing telephone calls, running documents to the courthouse, and other duties as assigned. The full position qualification's statement with position description is available upon request.

Selection Criteria. Candidates must possess excellent communication and interpersonal skills and be self-motivated and capable of working in a high-volume, fast-paced law office. The successful candidate will also have a demonstrated work history of dependability and responsibility, and the ability to be a team player. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Salary and Benefits. The starting salary for the legal assistant position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-6, Step 1, to JSP-8, Step 1, and currently yielding \$37,655 to \$46,342 per year. The starting salary for the senior legal assistant position is JSP-9, Step 1, currently yielding \$51,186 per year. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Persons may apply by forwarding a letter of interest (mentioning announcement 19-05), and résumé to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 504 Lavaca St., Suite 960, Austin, Texas 78701-2860. Electronic submissions will not be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Personnel Administrator, Victoria B. Longoria at (210) 472-6700. More than one position may be filled from this announcement. Position announced November 16, 2018, subject to the availability of funds, open until filled.

The Federal Public Defender is an equal-opportunity employer.