

**POSITION ANNOUNCEMENT 19-06**  
**ADMINISTRATIVE ASSISTANT (Case Management Focus)**

Office of the Federal Public Defender  
Western District of Texas (San Antonio)

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**THE FEDERAL PUBLIC DEFENDER** for the Western District of Texas is accepting applications for the position of Administrative Assistant, to be stationed in San Antonio, Texas. 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 qualify for the position of administrative assistant, a person must be a college graduate with five years of work experience, two of which should be specialized experience. Law office experience is preferred. Must have an interest in indigent criminal defense. The ideal candidate must have a general understanding of office confidentiality issues, such as attorney/client privilege. Must possess advanced knowledge of legal terminology; have the ability to communicate effectively with attorneys, staff, clients, court personnel, and the public.

A bachelor's degree is required, preferably with a concentration in business, statistics, computer science, or information technology. Must have experience in an administrative role that demonstrates the ability to read and understand complex procedures and guidelines. Must be able to analyze and apply relevant policies and procedures to office operations; exercise good judgment; analyze and recommend practical solutions; be proficient in Microsoft Word, Excel, and Adobe Acrobat. Must be able to work independently, take initiative, and work in harmony with other team members while performing different roles. The candidate should possess the proven ability to excel in a collaborative work setting. Some travel is required.

This position is classified as "high-sensitive," and employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter.

**Duties.**

- Assist and provide advice to the Administrative Officer regarding office administration, case management, and office management matters regarding policy and operations, national reporting, office manual, and internal controls manual.
- Maintain and monitor internal controls; ensure adherence to local procurement practices and procedures.
- Open cases in case management system and process initial case assignments. Scan and docket initial opening events. Sort, classify, and file case records.
- Manage trial cases to ensure timely progression from case opening to final disposition.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record.
- Prepare and analyze required reports to ensure that all case files and related information are accessible.
- Adhere to quality assurance standards. Make corrections to the case record to comply with local and national procedures.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that all procedures are complete.
- Respond to administrative inquiries from staff and other organizations.
- Finalize monthly timekeeper reports.
- Prepare regular statistical reports and weekly caseload reports for attorneys.
- Perform all other duties as assigned.

The full Position Qualifications Statement and Position Description is available for inspection in this office.

**Salary and Benefits.** The starting salary for the position falls within a range of \$50,598 (JSP-9, Step 1) to \$73,375 (JSP-12, Step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified candidates may apply by sending a letter of interest (mentioning this announcement number 19-06) and résumé to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Blvd., B-207, San Antonio, Texas 78206-1278. No electronic submissions will 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 Longoria. More than one position may be filled from this announcement. Position announced December 21, 2018, subject to the availability of funds, and is open until filled.

*The Office of the Federal Public Defender is an Equal Opportunity Employer.*