POSITION ANNOUNCEMENT 20-10
ADMINISTRATIVE 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 Administrative Assistant, to be stationed in Austin, 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 be considered for an administrative assistant, a person must be a high school graduate or equivalent and have at least three years of general experience and two years of specialized experience. Some higher education may be substituted for experience. Law office management experience or bachelor’s degree is preferred. The ideal candidate will have a general understanding of district and circuit court rules and protocols, office confidentiality issues, such as attorney/client privilege; the ability 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; advanced knowledge of legal terminology; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public; and have an interest in indigent criminal defense. Must possess excellent communication and interpersonal skills, and be self-motivated while also excelling in a fast paced team environment. Candidate must be highly motivated and detail oriented. Appointment is subject to a satisfactory background investigation, including, but not limited to an FBI fingerprint and name check.

Duties. This position provides administrative and legal support services for the Austin branch office and the Capital Habeas Unit (CHU) office. Edits and proofreads initial drafts and assembles copies with attachments for electronic filing and mailing. Assists legal secretaries with legal documents, information regarding the courthouse and personnel, word processing, and other office related matters. As the onsite administrative assistant, duties include:

- Serves as a liaison with headquarters for all administrative matters and to all other court support units on behalf of the Supervisory Assistant Federal Public Defenders;
- Provides assistance and advice to the Administrative Officer in a variety of administrative and management matters regarding policy, personnel, operations, finance, and property and procurement;
- Responds to administrative inquiries from staff and other organizations;
- Arranges travel and prepares travel vouchers for payment reimbursement, ensuring accuracy and compliance with government travel regulations; prepares invoices for payment, i.e., expert services, telephone and any other miscellaneous expenses incurred by office staff;
- Assists with orientation for all new employees; time and attendance records; and administrative files;
- Supervises office support staff, maintains all office equipment, furniture and supplies for staff;
- Advises Administrative Officer of anticipated needs and/or replacement of equipment; and
- Performs all other duties as assigned.

Some travel is required. 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 $52,236 (JSP-9, Step 1) to $75,750 (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 does offer 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. Persons may apply by sending a letter of interest (mentioning announcement number 20-10) and résumé to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 504 Lavaca Street, Suite 960, Austin, Texas 78701-2860. No electronic submissions will be considered, this includes emails to the Defender. For applicants with disabilities, this organization provides reasonable accommodations, which are determined on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 472-6700. More than one position may be filled from this announcement. Position announced December 20, 2019 subject to the availability of funds; open until filled.

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