

FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

FEDERAL PUBLIC DEFENDER
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New Position Announcements

Positions: Legal Assistant
Location: Dallas Division
Application Deadline: Open Until Filled

THE FEDERAL PUBLIC DEFENDER for the Northern District of Texas is accepting applications for the position of a Legal Assistant. The Legal Assistant provides assistance in a variety of secretarial and clerical support to attorneys. The position will be located in the Dallas office. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and the Sixth Amendment of the United States Constitution to provide defense services to people unable to afford counsel in federal criminal cases.

Requirements: To qualify at entry level, a person must be a high school graduate or equivalent and have at least three years legal secretary experience. Federal criminal experience preferred. Some higher education may be substituted for experience. *Fluency in Spanish is highly valued.*

The ideal candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; have a general knowledge of office protocols and secretarial processes; analyze and recommend practical solutions; be proficient in Microsoft Word and Adobe Acrobat; 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.

Duties include providing secretarial and clerical assistance; maintaining calendars; editing and proofreading legal documents, correspondence, and memoranda; perform cite checking and assemble copies with attachments for filing and mailing; screening and referring telephone calls and visitors; screening incoming mail and reviewing outgoing mail for accuracy; assembling and attaching supplemental material to letters or pleadings as required; setting appointments as instructed; organizing and photocopying legal documents and case materials; and case file management.

Candidate must possess excellent communication and interpersonal skills, be a highly motivated self-starter, extremely detailed and policy oriented, able to effectively multitask, exhibit professional conduct at all times, while also excelling in a fast paced team environment. The office environment is collaborative, positive, and client-centered.

Physical Demands and Work Environment: Candidate must be physically capable of meeting

the requirements of the job, which may include moving and lifting furniture and items up to and sometimes in excess of 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Salary and Benefits: The starting salary range for the position is \$52,145 to \$67,792 (JSP-8, Step 1-10). The salary of the successful applicant will be commensurate with the person's qualifications and experience. 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). The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Position subject to the availability of funds.

Application Process: In one PDF document, submit a letter of interest, resume, and at least 3 employment references to:

Jacqueline Bunkley, Administrative Officer
TXN_Employment@fd.org
Reference 2021-03 Legal Assistant, in the subject.

No phone calls please. Submissions not following this format will not be considered. Only those selected for interview will be contacted. Proof of U.S. citizenship or other employment eligibility required. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <http://txn.fد.org> for further information about the office.

The Federal Public Defender is an Equal Opportunity Employer.