



FEDERAL PUBLIC DEFENDER OFFICE NORTHERN DISTRICT OF TEXAS

FEDERAL DEFENDER

Jason D. Hawkins

FIRST ASSISTANT

John Nicholson

ADMINISTRATIVE OFFICER

Jacqueline Bunkley

BRANCH SUPERVISORS

Michael Lehmann—Ft. Worth
Sarah Gunter-Lubbock
C.J. McElroy-Amarillo
K. Joel Page-Appellate
Jeremy Schepers-Capital Habeas

New Position Announcement

Position: Legal Assistant

Location: Dallas Division

Application Deadline: Open Until Filled

FEDERAL PUBLIC DEFENDER for the Northern District of Texas is accepting applications for the position of a Legal Assistant. This 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 in federal criminal cases and related matters by appointment from the court.



Job Description: The Legal Assistant provides assistances in a variety of secretarial and clerical support to the office. General duties and responsibilities include, but are not limited to:

Receives, screens, and refers telephone calls district wide; provides secretarial and clerical assistance with distributing incoming and outgoing mail, and deliveries to Court agencies; maintains case transcript requests, filing requirements, client correspondence and electronic case filings; organizing, photocopying legal documents, case materials, and case file management; and perform all other duties as assigned.

Requirements and Qualifications: To qualify at entry level, a person must be a high school graduate or equivalent and have at least three years legal secretary experience. You work closely with all staff to fulfill the mission of a very fast paced legal office. Duties will be progressively responsible as the needs of the office change. Federal criminal and Appellate experience desired. Some higher education may be substituted for experience. Fluency in Spanish is preferred.



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, Excel and Adobe Acrobat; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, the public; and have an interest in indigent criminal defense.

525 South Griffin Street
Suite 629
Dallas, TX 75202
(214) 767-2746
Fax (214) 767-2886

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. The position has the capability of teleworking.

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 for the position generally falls within a range of \$43,547 to \$69,664. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is full-time with federal benefits. *The position is excepted service and does not carry the tenure rights of the competitive Civil Service.* Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. This position is classified as a sensitive position. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Proof of U.S. citizenship required.

Application Process: To apply, 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

Subject line reference: "2022-09 Legal Assistant"

No phone calls please. Applications submitted by fax or mail will not be considered. Only those selected for interview will be contacted. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <https://txn.fd.org/employment> for more details.

The Federal Public Defender is an Equal Opportunity Employer