

OFFICE OF THE FEDERAL DEFENDER

EASTERN DISTRICT OF TEXAS

110 NORTH COLLEGE AVENUE, SUITE 1122

TYLER, TEXAS 75702

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POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

The Federal Public Defender for the Eastern District of Texas is now accepting applications for a full-time Administrative Assistant to be stationed in *Tyler, Texas*. The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide representation in federal criminal matters in the federal courts.

The Administrative Assistant will work closely with the Administrative Officer on implementing processes for providing administrative services for the district's main and branch offices. Specifically, the Administrative Assistant will perform a variety of administrative and management tasks relating to policy, personnel, operations, case openings and closings, office space, finance, office property, and purchasing.

Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; has excellent communication skills (both oral and written) and must be able to effectively communicate with co-workers, outside agencies, court personnel, and the public (including clients and client families); has a demonstrated work history of dependability, initiative and responsibility; and must be able to handle confidential matters with discretion. Applicants must exercise mature judgment and be able to work well with others in a team environment and independently.

To qualify for the position of Administrative Assistant, a person must be a high school graduate or equivalent with at least three years of general experience and two years of specialized experience. Some higher education may be substituted for experience. A bachelor's degree from an accredited college or university in business, finance, accounting or a closely related field is preferred. Prior judiciary experience is also preferred. Computer literacy, including knowledge of Microsoft Office suite and a working knowledge of Excel, is required. The ability and willingness to work evenings and weekends when necessary is required.

Interested applicants are invited to apply by submitting a single pdf document that includes a letter of interest, resume, and three references no later than February 28, 2021, to TXE_HR@fd.org. The start date of this position is contingent upon availability of funds. Please, no telephone inquiries. Position open until filled.

The Office of the Federal Public Defender for the Eastern District of Texas is an equal opportunity employer.