

OFFICE OF THE FEDERAL DEFENDER
EASTERN DISTRICT OF TEXAS
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TYLER, TEXAS 75702

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POSITION ANNOUNCEMENT
LEGAL ASSISTANT

The Federal Public Defender for the Eastern District of Texas is now accepting applications for a Legal Assistant to be stationed in *Sherman, 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 Legal Assistant provides support services to two or more attorneys and the lead investigator. Legal assistants are responsible for all aspects of case preparation and file management, drafting pleadings and correspondence, managing and organizing discovery, calendaring, collecting and organizing records, screening and referring telephone calls and visitors, and various other duties necessary to support the attorneys and lead investigator. The ideal candidate will have the ability to analyze and apply relevant policies and procedures to office operations, effectively communicate with attorneys and other staff, as well as clients, court agency personnel and the public. Knowledge of the criminal legal system and adherence to confidentiality is required.

REQUIREMENTS AND QUALIFICATIONS: The successful applicant must be a high school graduate or the equivalent and must have at least two years of general office experience and one year of specialized, legal assistant experience. Advanced computer skills, including experience with Microsoft Word, Microsoft Excel, and Adobe Acrobat, as well as excellent written and oral communication skills are necessary. Our ideal candidate will be highly motivated, have exceptional organizational skills and be detail oriented. This position requires the ability to prioritize, organize and handle multiple tasks simultaneously.

BACKGROUND CHECKS: The selected candidate will be subject to a background check as a condition of employment.

SALARY: Commensurate with qualifications and experience. This is a full-time position with federal salary and benefits. Salary payable by electronic funds transfer (direct deposit) of net pay.

APPLICATION PROCESS: Qualified applicants are invited to submit their letter of interest, resume and three professional references in a single pdf document to TXE_HR@fd.org. Preference will be given to resumes received by February 3, 2023. The Texas Eastern Federal Defender may fill current and future positions from this vacancy announcement. No telephone calls please.

The Federal Public Defender is an Equal Employment Opportunity Employer.