

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA
LAFAYETTE HEADQUARTERS
102 Versailles Boulevard, Suite 816
Lafayette, Louisiana 70501

Cristie Gautreaux Gibbens
Federal Public Defender

Phone(337) 262-6336
Fax (337) 262-6605

Dustin Talbot
First Assistant

POSITION ANNOUNCEMENT
Administrative Assistant

Posted: March 20, 2026

Closing Date: Open until filled, preference given to those applying by April 30, 2026

The Office of the Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for an Administrative Assistant position to be stationed in the **LAFAYETTE OFFICE**, which is located at 102 Versailles Blvd., Ste. 816, Lafayette, LA 70501. The Office of the Federal Public Defender, which has staffed offices in Baton Rouge, Lafayette and Shreveport, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide court-appointed defense services in federal criminal cases to individuals unable to afford counsel.

Requirements. Applicants must (1) be a high school graduate or equivalent and (2) have at least three years of general experience and two years of specialized experience. Higher education may be substituted for experience. Applicants with experience in Personnel and Human Resources administration will be given priority. This Position requires effective oral and written communication. Must have exceptional interpersonal and organizational skills, ability to work with minimal supervision and on a team, and an ability to exercise mature judgment. Appointment is subject to a satisfactory FBI fingerprint check. Applicants must be a U.S. citizen or person authorized to work in the U.S., have a valid driver's license and may have to lift more than 25lbs while performing job duties.

Duties. The Administrative Assistant assists the Federal Defender, Administrative Officer, and Financial Officer with all aspects of office administration and management including compliance with requirements and restrictions provided by DSO, AOUSC, and the *Guide to Judiciary Policy*. Specifically, the Administrative Assistant will perform a variety of administrative and management tasks relating to policy, personnel, operations, office space management, finance, and purchasing. Duties may include, but are not limited to:

- *Personnel duties:* support recruitment activities including preparing and posting job vacancy announcements; conduct employee onboarding and orientation; administer background checks (fingerprinting) and issue identification cards; assist in researching, developing and recommending human resource related procedures and policies; advise senior managers on application of relevant classification standards according to DOCS regarding appointments, promotions, separations, termination, within-grade increases and quality step increases; and provide advice and assistance to employees and managers on various benefits programs.
- *Financial management:* gathering information for office purchases, providing case and training related travel services, including the preparation of travel authorization requests in connection with staff, preparing requisitions and obligating documents for procurements; and assist in preparation and reconciliation of monthly financial reports.
- *Office space maintenance:* identifying staff furniture and physical office space needs; interacting with administrative team, General Services Administration (GSA) and building property management for space emergencies, maintenance, repairs and improvements.
- *Purchasing, Procurement, Property Management duties:* ensures adherence to federal and local procurement practices and procedures based on current fiscal year spending requirements and restrictions; assists with development and review of the office's internal control systems; and monitors funds for items such as equipment, furniture, and supplies.

- All other administrative duties as assigned.

Selection Criteria. The successful applicant should possess an eye for detail; good judgment; efficient time management skills; ability to analyze and apply relevant office policies and procedures; the ability to communicate professionally; the ability to analyze situations and recommend practical solutions; have solid computer skills and be proficient in Microsoft Office 365 and Adobe Acrobat. Grammar, keyboard, and other skills may be tested.

Salary and Benefits. The position is a full-time position with federal benefits and salary commensurate with professional experience and qualifications. Salary dependent upon applicant's qualifications and experience. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending the following, in **ONE** PDF document, to brooke_krause@fd.org: (1) letter of interest, (2) resume, (3) three professional references; and (4) completed AO78 Application for Judicial Employment found here: <https://www.uscourts.gov/sites/default/files/ao078.pdf>

This position is contingent on the availability of federal funding. Only those granted an interview will be contacted. No phone calls.

The Office of the Federal Public Defender is an equal opportunity employer.