

Office of the
Federal Public Defender
District of Wyoming

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POSITION ANNOUNCEMENT
**Administrative Assistant (HR)/Defender Assistant -
Cheyenne**

The Federal Public Defender (FPD) for the District of Wyoming is accepting applications for the position of Administrative Assistant (Human Resources)/Defender Assistant. The District of Wyoming consists of two co-joined offices, located in Cheyenne and Casper Wyoming. Applications will be accepted for the Cheyenne location.

Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, nationality, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other statuses protected by law. Click [here](#) for more information.

The Federal Defender Organization operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel when prosecuted in federal court.

POSITION DETAILS

The Administrative Assistant (HR)/Defender Assistant provides human resources management services to office staff and assists the Defender and the Administrative Officer in all aspects of personnel management and office administrative support. General duties and responsibilities include, but are not limited to the following:

- ❖ Assists in offering information to staff regarding benefits programs, such as health benefits, life insurance and employee assistance programs.
- ❖ Supports recruitment activities including preparing job postings and scheduling interviews; assist with employee onboarding; assist newly hired staff with training and orientation.
- ❖ Assists in maintaining and updating personnel records, benefits files, and time and attendance system in compliance with federal government. Ensure documentation regarding personnel decisions is complete and accurate.
- ❖ Prepares or assists with personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and quality step increases.



- ❖ Responds to administrative inquiries from staff and assists the Defender and/or Administrative Officer with routine operational concerns of the office. Assists in the preparation and transmittal of all administrative, statistical and narrative reports.
- ❖ Arranges Defender's schedule and court calendar, providing daily updates. Assists in the planning of meetings and conferences for the Defender. Manages business travel itineraries for the Defender, to include reserving plane tickets, auto rental, and hotel lodging in compliance with all applicable rules and regulations.
- ❖ Relieves the Defender of routine details. Checks pleadings, reports and correspondence for accuracy and conformance to stated policies, procedures and rules. Prepares agendas and notes for meetings and conferences. Composes and signs any routine correspondence, as authorized.
- ❖ Organizes and maintains administrative files and records. Participates in national administrative subcommittees or projects, as needed.
- ❖ Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS

Candidates must have at least a high school diploma and three years of Human Resources specialized experience. Some higher education may be substituted for experience. Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; effectively communicate with management, staff, co-workers and outside agencies clearly, professionally and in a timely manner. Candidates should have a demonstrated work history of dependability, initiative, and responsibility; they should be detail-oriented and a team player. This position requires meticulous attention to detail; computer literacy with a working knowledge of MS Word, and Excel; filing skills; excellent organizational skills; and demonstrated ability to communicate with individuals and groups of varying backgrounds. Prior experience in an office environment is mandatory.

SALARY AND BENEFITS

The starting salary for an Administrative Assistant (HR) falls within a range of **\$61,722 (Grade 9, Step 1) to \$89,508 (Grade 12, Step 1) per annum**. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

This position is eligible for up to 16 hours of telework per week.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government.

They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. Hiring is subject to availability of funds.

HOW TO APPLY

Qualified persons should apply by submitting a letter of interest, a resume, and three professional references *as a single PDF file* to WYX_Employment@fd.org with the subject “Administrative Assistant/Defender Assistant 05-2026.”

Due to the high volume of applications anticipated, only candidates selected for an interview will be contacted. All responses will remain confidential. Candidates selected for an interview must travel at their own expense.

This position will remain open until filled with preference given to applications received by March 13, 2026.

The Federal Public Defender is an Equal-Opportunity Employer.