

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
2026-16**

Position: Receptionist	Location: Albuquerque, NM
Opening Date: July 17, 2026	Closing Date: August 9, 2026
Target Start Date: August 2026	Office Website: https://nm.fd.org/
Salary Range: JSP 5 – 7 (Salary and position commensurate with experience)	

The Federal Public Defender for the District of New Mexico is seeking a full-time Receptionist in the Albuquerque office. The mission of our office is to provide high quality, effective, and ethical legal representation to our clients charged with federal crimes. We are an equal opportunity employer. We seek to hire individuals who will promote the diversity of the office and federal practice.

Duties and Responsibilities:

The receptionist provides a variety of front-desk and clerical support services to the staff of the federal defender organization including, but not limited to, answering the mainline phone, directing calls, and taking detailed messages for English and Spanish-speaking clients and family members; furnishing information to clients, members of the general public, court personnel, and other agencies; greeting and escorting visitors; assisting with word processing tasks and recording of statistical data; using multiple computer screens and programs to find and disseminate information; downloading, scanning, uploading, routing, and saving documents to electronic files; running morning and afternoon calendars to check for discrepancies; operating office equipment; receiving, screening, and routing incoming and outgoing mail, faxes and deliveries; may need to assist with transporting documents/mail to and from the courthouse and post office; assisting with clerical duties and performing all other duties as assigned. This position has a set schedule Monday – Friday from 8 am to 5 pm, with a one-hour lunch from 12 pm to 1 pm. Telework is not available for this position.

Required Qualifications:

- Must be able to exercise sound judgment and respond rationally in high-volume or high-stress situations.
- Must have experience with multi-line phones systems.
- Must be verbally proficient in conversational Spanish and able to communicate effectively.
- Must be able to operate multiple computer screens simultaneously and have experience with electronic filing systems.
- Must have a valid driver's license. Minimal travel is required.
- Must be dedicated to the organization's mission regarding indigent defense.
- Must have a high school degree or equivalent with two years of experience with reception/front desk.
- Must be punctual and reliable.

Preferred Qualifications:

- Experience working in a legal office environment or other professional front desk/office setting.
- Experience with office confidentiality clauses such as attorney/client privilege.
- Basic knowledge of the legal process and legal terminology. Able to learn office practices and policies quickly.
- Proficient with Microsoft Outlook, Word, Adobe Acrobat, Teams, scanning and using network drives.
- Familiar with calendars and scheduling.
- Ability to analyze and make practical recommendations for process improvements.

Salary and Benefits:

This is a full-time, at-will position within the federal judiciary. The salary range is JSP 5/1 at \$41,178 to JSP 7/1 at \$51,007, based on experience and qualifications. The position includes a comprehensive benefits package, featuring health, dental, vision, and life insurance; 13 to 26 days of earned annual leave depending on years of service; 13 days of earned sick leave per year; and 12 weeks of paid parental leave after one year of service. Employees also receive 11 paid federal holidays, participate in the Federal Employees Retirement System (FERS), and may contribute to the Thrift Savings Plan (TSP) with up to 5 percent government matching. The position is eligible for Public Service Loan Forgiveness (PSLF), access to the Employee Assistance Program (EAP), access to wellness resources and programming, credit for prior federal service, and regular continuing education opportunities.

How to Apply:

Interested applicants should submit a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Michelle Dworak, Administrative Officer

FDNM-HR@fd.org

Subject: 2026-16 Receptionist

Application Deadline: Applications reviewed on a rolling basis with priority given to those who apply by August 9, 2026. The position will remain open until filled and is subject to funding availability. This position may close before the deadline date. Please, no phone inquiries. Only candidates selected for an interview will be contacted.

Conditions of Employment:

Employment is subject to a background check, including fingerprinting. This position is part of the excepted service and does not carry Civil Service tenure. U.S. citizenship or authorization to work in the U.S. and receive compensation as a federal employee is required. Salary is paid via direct deposit.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity and is committed to equity and inclusion. We aspire to embody values of mutual respect, collaboration, openness, and humility that honor the people we represent. Our representation is better when members of the defense team and staff members have diverse backgrounds and experiences. In our hiring, we seek individuals who share these values. We embrace the unique backgrounds, social identities, and lived experiences our employees bring to our office. We are interested in applicants' talent, diligence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.