



## FEDERAL PUBLIC DEFENDER OFFICE NORTHERN DISTRICT OF TEXAS

### FEDERAL DEFENDER

Jason D. Hawkins

### FIRST ASSISTANT

Shery Kime-Goodwin

### DALLAS

#### DEPUTY SUPERVISORS

Marti Morgan

Juan Rodriguez

#### FORT WORTH SUPERVISOR

Michael Lehmann\*

Rachel Taft

#### LUBBOCK SUPERVISOR

Sarah Gunter

#### AMARILLO SUPERVISOR

CJ McElroy

#### APPELLATE SUPERVISORS

K. Joel Page \*

Matthew Wright

#### SENIOR LITIGATOR

John Nicholson

#### TRIAL INVESTIGATORS

##### SUPERVISOR

Roen Serna

#### TRIAL PARALEGALS

##### SUPERVISOR

Charnese Toro

#### CAPITAL HABEAS UNIT

##### SUPERVISORS

Jeremy Schepers \*

Naomi Fenwick

Derek VerHagen

#### CAPITAL HABEAS UNIT

##### INVESTIGATOR SUPERVISOR

Steven Robinson

#### ADMINISTRATIVE OFFICER

Jacqueline Bunkley

#### COMPUTER SYSTEMS

##### ADMINISTRATOR

Brett Welaj

\* Chief

525 South Griffin Street

Suite 629

Dallas, TX 75202

(214) 767-2746

Fax (214) 767-2886

### Vacancy Announcement

Position: Legal Assistant

Location: Dallas Division

Application Deadline: Open Until Filled

**FEDERAL PUBLIC DEFENDER** for the Northern District of Texas is accepting applications for the position of a Legal Assistant. This position will be located in the Dallas office. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A and the Sixth Amendment of the United States Constitution, to provide defense services in federal criminal cases and related matters by appointment from the court.



**Job Description:** The ideal candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; have a general knowledge of office protocols and secretarial processes; analyze and recommend practical solutions; be proficient in Microsoft Word and Adobe Acrobat; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public; and have an interest in indigent criminal defense. General duties and responsibilities include, but are not limited to:

Providing secretarial and clerical assistance; maintaining calendars; editing and proofreading legal documents, correspondence, and memoranda; perform cite checking and assemble copies with attachments for filing and mailing; screening and referring telephone calls and visitors; screening incoming mail and reviewing outgoing mail for accuracy; assembling and attaching supplemental material to letters or pleadings as required; setting appointments as instructed; organizing and photocopying legal documents and case materials; case file management; and perform all other duties as assigned.

### Requirements and Qualifications:

To qualify at entry level, a person must be a high school graduate or equivalent and have at least three years legal secretary experience. You work closely with all staff to fulfill the mission of a very fast paced legal office. Duties will be progressively responsible as the needs of the office



change. Federal criminal experience desired. Some higher education may be substituted for experience. *Fluency in Spanish is preferred.*

Candidate must possess excellent communication and interpersonal skills, be a highly motivated self-starter, extremely detailed and policy oriented, able to effectively multitask, always exhibit professional conduct, while also excelling in a fast-paced team environment. The office environment is collaborative, positive, and client centered.

**Physical Demands and Work Environment:** Candidate must be physically capable of meeting the requirements of the job, which may include moving and lifting furniture and items up to and sometimes in excess of 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**Salary and Benefits:** The starting salary for the position generally falls within a range of \$49,365 to \$78,974. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is full-time with federal benefits. *The position is excepted service and does not carry the tenure rights of the competitive Civil Service.* Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. This position is classified as a sensitive position. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Proof of U.S. citizenship required.

**Application Process:** To apply, combine **in a single Adobe PDF** your letter of interest, resume, and at least three employment references and email them to [TXN\\_Employment@fd.org](mailto:TXN_Employment@fd.org) using the subject line "**Dallas Legal Assistant**".

**No phone calls please. Applications submitted by fax or mail will not be considered.** Only those selected for interview will be contacted. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. More than one position may be filled with this advertisement. Refer to <https://txn.fd.org/vacancies> for more details.

The Federal Public Defender is an Equal Opportunity Employer