



FEDERAL PUBLIC DEFENDER OFFICE NORTHERN DISTRICT OF TEXAS

FEDERAL DEFENDER

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Vacancy Announcement

Position: Property and Procurement Administrator– Trial Division

Location: Dallas, Fort Worth, Lubbock or Amarillo

Application Deadline: Until Filled

The **FEDERAL PUBLIC DEFENDER** for the Northern District of Texas is accepting applications for a **full-time Property and Procurement Administrator in the Trial Unit**.

The position may be located in our Dallas, Fort Worth, Lubbock or Amarillo offices. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. Through an interdisciplinary team approach, we provide our clients with the highest level of legal representation.



Commitment to Diversity: The Federal Public Defender's Office is an Equal Opportunity Employer that is committed to improving diversity in the legal field. It is critical to our clients' representation that the office be composed of individuals from diverse races, ethnicities, cultures, and backgrounds. Candidates who fit this description are encouraged to apply.

Trial Unit Values: Culturally responsive practices, skilled collaboration, strategic litigation, compassionate representation, and professionalism are among our values. Because no person can do this work alone, you will work with experienced lawyers, investigators, paralegals, legal assistants and administrative staff. The ability to work well with others on a team is mandatory.

Responsibilities: A property and procurement administrator acts as a contracting officer for the agency. The contracting officer is responsible for a wide range of administrative matters. Primary job responsibilities include:

- performing and managing all aspects of procurement, including maintaining proficiency in federal and local financial procurement practices and procedures (leasing and contracting, inventory, budget reporting rules, and internal controls).
- checking the accuracy and completeness of data, quality of services, compliance with internal controls, government requirements, regulations, and policies.
- researching and evaluating suppliers based on price, quality, service, support, availability, and reliability.
- obtaining and reviewing competitive bids, quotes, and proposals from vendors, and coordinating with selected vendors on supply and delivery of purchased items.
- evaluating and monitoring contract performance to ensure compliance with contracted obligations.
- purchasing supplies, equipment, and services from governmental and non-governmental sources through new contracts, competitive bids, or existing government contracts.

- preparing and reviewing invoices and travel vouchers for timely payment, ensuring accuracy and compliance with government regulations.
- performing all other duties as assigned.

What We Offer:

Competitive Salary and Benefits: The position is full-time with federal benefits and salary commensurate with experience and qualifications. The salary for the position will fall within a range of \$67,100 - \$126,502 (JSP-9, Step 1 to JSP-12, Step 10) and is heavily dependent on prior experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, the Thrift Savings Plan, and the Employee Assistance Program. Salary is payable only by direct deposit. A final offer of employment is subject to a background check. This position is classified as a high-sensitive position. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check, as well as a credit check. Proof of U.S. citizenship required.



Collaborative, Supportive Environment: We welcome applications from those who may be new to federal procurement. This position will receive extensive support, collaborative work culture, group meetings with other administrative assistants and direct one-on-one supervision with the Administrative Officer.

Qualifications:

To qualify at entry level, a person must be a high school graduate or equivalent, have at least three years of general experience, and at least two years of progressively responsible procurement experience. Some higher education may be substituted for experience. Candidate must have experience with accounting, purchasing, and general office management. Contracting Officer Certification and Procurement experience, preferred, but not required. Computer skills including familiarity with financial software, knowledge in Microsoft Word and Excel spreadsheets, exceptional interpersonal and organizational skills, and excellent written and oral communication skills are required. Candidate must be a highly motivated self-starter, extremely detail and policy oriented, able to effectively multitask, has a demonstrated work history of dependability, able to handle confidential matters with discretion and exhibit professional conduct at all times. Law office and federal experience a plus. As a Property and Procurement Administrator in the Federal Public Defender office, you are a representative of a well-respected law firm and part of a cohesive management team. 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.

Application Process: To apply, email to TXN_Employment@fd.org **in a single Adobe PDF file using the subject line “2026 Trial-Property and Procurement Administrator”** and the following:

- A cover letter explaining your interest in the position and your qualifications.
- A resume or curriculum vitae.
- A minimum of three references.

Submissions that do not follow this format will not be considered. Only those selected for an interview will be contacted.