

**POSITION ANNOUNCEMENT 26-07**  
**NATIONAL INFORMATION TECHNOLOGY OPERATIONS AND APPLICATIONS DEVELOPMENT**  
**ADMINISTRATIVE ASSISTANT**  
Office of the Federal Public Defender  
Western District of Texas (San Antonio)

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**THE FEDERAL PUBLIC DEFENDER**, Western District of Texas is accepting applications for the position of Administrative Assistant, National Information Technology Operations and Applications Development (NITOAD), located in San Antonio, Texas. The NITOAD branch supports the federal defender program's staffed offices in 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The federal defender program 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 to individuals unable to afford counsel.

**Requirements.** To qualify for the position of NITOAD administrative assistant, a person must be a high school graduate or equivalent, and have at least three years of general experience, and three years of specialized experience. Some higher education may be substituted for experience. A bachelor's degree is preferred. Must be able to analyze and apply relevant policies and procedures to office operations; exercise good judgment in a mature and diplomatic manner; analyze and recommend practical solutions; be proficient in Microsoft Office Suite and Adobe Acrobat. Must be able to work independently, take initiative, and multi-task between different roles within a fast-paced office environment. Able to lift and/or move up to 25 pounds. Applicants must be U.S. citizens or be eligible to work for the federal government.

This is a public trust position and as a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the initial ten-year background investigation and a favorable suitability determination. Continued employment will depend upon the successful completion and favorable determinations based on investigation results thereafter.

**Duties.** This position provides a variety of administrative and operational management support necessary for the operation of the NITOAD branch. The position will work closely with the Administrative Officer for the Texas Western Federal Public Defender's office to ensure adherence to applicable policies and procedures. Additionally, this position will work closely with other NITOAD administrative staff to support federal defender budget and procurement activities. This position requires an employee to be physically present for all duties. The Administrative Assistant also performs these tasks:

- Coordinates office support services (copier services, building management, and maintenance services).
- Supports recruitment activities including preparing job postings, scheduling interviews, preparing and gathering necessary paperwork and follow-up communications.
- Assists with employee onboarding and orientation.
- Manages employee leave/time and attendance records and maintains administrative files.
- Prepares travel vouchers for reimbursement and ensures accuracy and compliance with government travel regulations.
- Monitors and maintains inventory of all office equipment, furniture, and supplies; coordinates disposal of inventory.
- Creates and reviews purchase requisitions and invoice documentation for payments.
- Prepares shipment and receiving documents for both general office items and large-scale IT equipment.
- Performs all other duties as assigned.

**Salary and Benefits.** The starting salary of an administrative assistant will be commensurate with the experience and qualifications of the applicant, within a range from JSP-11, Step 1, to JSP-12, Step 1, and currently yielding \$75,776 to \$90,823 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified people may apply by sending a letter of interest addressed to Federal Public Defender Maureen Scott Franco (mentioning announcement number 26-07), a résumé, and three professional references. Experience should be described in detail. Send all required documents in a single PDF document named with applicant's "last name, first name-Announcement 26-07 Administrative Assistant" by email to [NITOAD\\_Admin@fd.org](mailto:NITOAD_Admin@fd.org). Electronic submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodation, which is decided on a case-by-case basis. To request reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. Position announced February 3, 2026, subject to the availability of funds; open until filled.

*The Federal Public Defender is an equal-opportunity employer.*