

POSITION ANNOUNCEMENT 26-11
ADMINISTRATIVE SECRETARY
Office of the Federal Public Defender
Western District of Texas (El Paso)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of administrative secretary, to be stationed in the El Paso office. The Federal Public Defender 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 administrative secretary assistant, a person must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience. Some higher education may be substituted for experience. *Candidates must also possess:*

- proficiency in Microsoft Office Suite and Adobe Acrobat.
- ability to work independently, take initiative, and work in harmony with other team members while performing different roles.
- comprehensive knowledge of office secretarial principles, practices, methods and techniques;
- ability to identify and evaluate pertinent facts and regulations, policies and precedents;
- skill and judgment in the analysis of assignments;
- an understanding of administrative and secretarial duties in a legal environment;
- experience as a secretary performing progressively responsible secretarial duties;
- the skills and ability to execute the duties of the position.

Spanish-language fluency is required. Applicants must be able to lift or move up to 25 pounds. Law office experience is preferred. Employment is subject to a satisfactory background investigation, including but not limited to FBI name and fingerprint check.

Duties. The Administrative Secretary provides administrative secretarial support services to the Supervisory Administrative Assistant to ensure adherence to applicable policies and procedures. Additionally, this position will work closely with clerical assistants, legal assistants, and administrative staff to support federal defender projects. This position requires an employee to be physically present for all duties. The administrative secretary also performs these tasks:

- Transcribes, types and edits material including correspondence, memoranda, and a variety of other documents.
- Compiles report data when requested.
- Maintains administrative calendars and monitors project deadlines.
- Organizes and maintains administrative files and records.
- Organize administrative meetings and conferences.
- Applies working knowledge of federal travel regulations and manages travel arrangements when requested.
- Keeps minutes and other records of meetings.
- Prepares or distributes informational material such as office directories, judges' standing orders, office policy materials, and internal office memoranda to all employees.
- Performs expanded administrative duties in such areas as personnel, procurement, and budget as designated.
- Performs all other duties as assigned.

Salary and Benefits. The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$45,409 (JSP-6, Step 1) to \$55,882 (JSP-8, Step 1) per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment 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 persons may apply by sending a letter of interest addressed to Federal Public Defender Maureen Scott Franco (mentioning announcement 26-11), résumé, and three professional references. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 26-11 EP Admin Secretary" by email to TXW_Employment@fd.org. Submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. More than one position may be filled from this announcement. Position announced February 6, 2026, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.