

**POSITION ANNOUNCEMENT 26-24
CLERICAL ASSISTANT**

Office of the Federal Public Defender
Western District of Texas (San Antonio)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of clerical assistant, to be stationed in the San Antonio 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 clerical assistant, a person must be a high school graduate or equivalent and have at least one year of general experience. Some higher education may be substituted for experience. Must be able to analyze and apply relevant policies and procedures to office operations; exercise good judgment; analyze and recommend practical solutions; be proficient in Microsoft Office Suite and Adobe Acrobat. Must be able to work independently, take initiative, and work in harmony with other team members while performing different roles. Must have the ability to communicate effectively with attorneys, staff, clients, court personnel, and the public. Spanish-language fluency is required. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Duties. The clerical assistant provides a variety of clerical support services to the staff of the Federal Public Defender. The duties of a clerical assistant include:

- Answers and routes telephone calls, takes and delivers messages, receives visitors.
- Calendars court settings and filing deadlines.
- Assists with word processing tasks and assignments.
- Receives and routes incoming mail and deliveries, arranges for courier or express mail service, and oversees outgoing mail.
- Organizes the file room. Ensures that files are properly closed and stored.
- Retrieves files as requested and maintains records and inventories on closed files.
- Operates the facsimile machine, copier, and other shared office equipment.
- Enters information from U.S. Marshal list, pretrial reports, and presentence reports.
- Files documents with the court and other agencies.
- Translates client correspondence from Spanish to English, and translates correspondence to clients from English to Spanish.
- Serves as interpreter during phone conversations between attorneys and clients.
- Photocopies and uploads to SharePoint legal documents; prints reports and discovery.
- Performs all other duties as assigned.

The full position qualifications statement with position description is available for inspection in this office. Law office experience is preferred.

Salary and Benefits. The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$36,944 (JSP-4, Step 1) to \$51,201 (JSP-7, 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 26-24), and résumé. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 26-24 SA CA" 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 April 8, 2026, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.