

POSITION ANNOUNCEMENT 26-37

CLERICAL ASSISTANT

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 clerical assistant, 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 be eligible for the Clerical Assistant position, candidates must hold a high school diploma or equivalent and possess at least one year of general experience. Certain higher-education coursework may be substituted for experience. Candidates must be able to interpret and apply relevant policies and procedures to office operations; exercise sound judgment; evaluate and recommend practical solutions; and be proficient in Microsoft Office Suite and Adobe Acrobat. They must be able to work independently, demonstrate initiative, and collaborate effectively with team members performing various roles. Candidates must communicate clearly with attorneys, staff, clients, court personnel, and the public. Spanish-language fluency is required. Employment is contingent upon 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, and routes incoming facsimile transmissions.
- Files documents with the court and makes deliveries to various court agencies.
- Translates client correspondence from Spanish to English.
- Serves as interpreter during phone conversations between attorneys and clients.
- Photocopies legal documents and case materials.
- Performs other duties as assigned.

The full position qualifications statement with position description is available upon request. 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 \$36,409 (JSP-4, Step 1) to \$50,460 (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 26-37), and résumé. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 26-37 EP 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 Christopher Schmidt at (210) 981-2081. More than one position may be filled from this announcement. Position announced June 10, 2026, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.