POSITION ANNOUNCEMENT 26-38
LEGAL 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 legal 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 position of Legal Assistant, candidates must hold a high school diploma or equivalent and possess at least two years of general experience and one year of specialized 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 possess excellent communication and interpersonal skills and be self-motivated and capable of working in a high-volume, fast-paced law office. Spanish-language fluency is preferred. Prior law office experience is also preferred. Employment is contingent upon a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Duties. The Legal Assistant provides a variety of secretarial and clerical support to three or more attorneys. The duties of a Legal Assistant include:

- Manages attorneys' calendars, including court settings and filing deadlines.
- Handles telephone communications, answering and routing calls and general inquiries.
- Maintains attorneys' case files and records, ensuring organization and accuracy.
- Prepares and reviews legal documents, briefs, and correspondence in Word, verifying accuracy before distribution.
- Performs conflict checks as required.
- Completes office support tasks, including heavy word-processing, filing, photocopying, and routing mail.
- Delivers documents to the courthouse as needed.
- Performs other duties as assigned.

The full position qualifications statement with position description is available upon request.

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 26-38), résumé, and three professional references. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 26-38 EP LA" 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.