



## POSITION ANNOUNCEMENT 26-41

### LEGAL ASSISTANT

Office of the Federal Public Defender  
Western District of Texas

**Position:** Legal Assistant  
**Location:** Austin, Texas  
**Salary:** \$45,409 - \$55,882

**Position Type:** Full-Time  
**Opening Date:** June 25, 2026  
**Closing Date:** Until Filled

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The Federal Public Defender for the Western District of Texas is accepting applications for the position of Legal Assistant, to be stationed in the Austin office.

#### POSITION DUTIES

The Legal Assistant provides legal secretarial and clerical support services for one or more Assistant Federal Defenders. The duties of a Legal Assistant include:

- Manage attorney calendars, including court settings and filing deadlines.
- Answer and route calls; handle general inquiries professionally.
- Maintain organized, accurate case files and records.
- Draft and review legal documents, briefs, and correspondence in Word; verify accuracy.
- Perform conflict checks as required.
- Provide office support: heavy word processing, filing, photocopying, and mail routing.
- Deliver documents to the courthouse as needed.
- Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- 2+ years general experience and 1 year specialized (relevant coursework may substitute).
- Spanish fluency.
- Sound judgment; apply policies; recommend practical solutions.
- Proficient in Microsoft Office and Adobe Acrobat.
- Proactive; works independently and collaborates effectively.
- Excellent communication and interpersonal skills.
- Thrives in a high-volume, fast-paced law office.
- Preferred: Prior law office experience.
- Employment contingent on a satisfactory background check (FBI name & fingerprints).

#### BENEFITS

- Retirement benefits under the Federal Employees Retirement System.
- Optional participation in Federal Employees Health Benefits (FEHB).
- Optional participation in Federal Employees Dental and Vision Insurance Program (FEDVIP).
- Optional participation in Federal Employees' Group Life Insurance (FGLI).
- Position is excepted service, without competitive civil service tenure.

#### HOW TO APPLY

- Cover letter and resume.
- Three professional references with their contact information.
- [Form AO-78](#) – All sections of the AO-78 must be completed in full, with dates in the following format: mm/dd/yyyy.
- Apply at [Openings at Federal Public Defender, Western District of Texas](#). Attach your cover letter, resume, references and the AO-78 in one pdf. Incomplete applications will not be considered.

To request a reasonable accommodation for any part of the application or interview process, contact personnel administrator Christopher Schmidt at (210) 981-2081.

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