



POSITION ANNOUNCEMENT 26-50

LEGAL ASSISTANT

Office of the Federal Public Defender
Western District of Texas

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

Position Type: Full-Time
Opening Date: August 5, 2026
Closing Date: Until Filled

The Federal Public Defender for the Western District of Texas is accepting applications for the position of Legal Assistant, to be stationed in the Midland 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, translating (oral/written), 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).
- 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.
- Spanish fluency.
- 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](#). <https://federal-public-defender-western-district-of-texas.breezy.hr/>. 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) 472-2081.

The Federal Public Defender is an equal-opportunity employer.