



POSITION ANNOUNCEMENT 27-03

CASE MANAGEMENT ASSISTANT

Office of the Federal Public Defender

Western District of Texas (Del Rio)

Position: Case Management Assistant

Location: Del Rio, Texas

Salary: \$40,736 - \$80,243

Position Type: Full-Time

Opening Date: October 21, 2026

Closing Date: Until Filled

The Federal Public Defender for the Western District of Texas is accepting applications for the position of Case Management Assistant, to be stationed in the Del Rio office.

POSITION DUTIES

The Case Management Assistant plays an integral role in the development and management of a client's case file. Related duties include:

- Open cases in case management system and process initial case assignments.
- Scan and docket initial opening events.
- Sort, classify and file case records upon opening and closing of a case file.
- Review, identify and research the accuracy, timeliness and quality of data entered into the case record.
- Prepare and analyze required reports to ensure that all case files and related information are accessible and adhere to quality assurance standards.
- Make corrections to case record to comply with local and national procedures.
- Run miscellaneous daily, weekly or monthly reports.
- Examine caseloads on a regular basis to ensure timely and accurate closing procedures are completed.
- Assist attorneys with questions regarding status of cases and dates and locations of hearings, as needed.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- 3 years of general experience in an administrative role, that demonstrates the ability to read and understand complex procedures and guidelines.
- Must be able to work independently, take initiative, and work in harmony with other team members while performing different roles.
- Must have positive attitude and present a professional demeanor and appearance, appropriate for a professional environment.
- Must have excellent oral and written communication and interpersonal skills.
- A high level of organizational skills to gather, maintain, and manage documents and information for assigned cases.
- The ideal candidate must possess excellent computer proficiency.
- Accurate data entry skills and proof-reading skills are essential.
- Ability to learn new software programs, work with electronic files and various applications.
- Must be fluent in English. Spanish proficiency is preferred but not required.
- A comprehensive knowledge of office clerical principles, practices, methods and techniques.
- Ability to write grammatically correct sentences and compose business correspondence.
- Must have the ability to exercise good judgment, in a mature and diplomatic manner.

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 (FEGLI).
- Position is excepted service, without competitive civil service tenure.

HOW TO APPLY

Qualified persons may apply by sending a letter of interest (mentioning announcement 27-03), a résumé and references. Experience should be described in detail. Send all required documents in a single PDF document named with applicant's "last name, first name-Announcement 27-03 Del Rio Case Management Assistant" by email to TXW_Employment@fd.org. Electronic 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 reasonable accommodation for any part of the application or interview process, contact Personnel Administrator Michelle Higgins at (210) 981-2081. Additional positions may be filled using this announcement. Position announced October 21, 2026, subject to the availability of funds; open until filled. Due to the high volume of applications, only candidates selected for an interview will be contacted.

The Federal Public Defender is an equal-opportunity employer.