POSITION ANNOUNCEMENT 27-04C

Administrative Assistant

Southern District of Texas

Corpus Christi, TX Division

The Federal Public Defender, Southern District of Texas, is accepting applications for the position of Administrative Assistant to be stationed in the Corpus Christi, TX office. The federal defender organization 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.

Requirements. To qualify for entry level, a person must be a high school graduate; college-degree preferred and have at least three years' general experience and two years of specialized experience; some education may be substituted for experience. Bilingual required. Personal-computer skills, office administration, procurement practices, and law office experience are preferred. Applicants must be a U.S. citizen or Eligible to Work in the U.S. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check.

Duties. This position involves office administration and management duties. This person will assist with the recruitment, hiring and supervision of support staff; procurement of supplies, furniture and equipment, and maintaining inventories. Case management and legal secretarial duties such as assisting with the opening and closing of cases and submitting monthly case-related statistical reports, arranging court calendars and serving as a liaison with court personnel and the Houston office; and other duties as assigned. The full *Position Qualifications Statements and Position Description* is available for inspection in this office.

Selection Criteria. Candidates must possess good communication skills, initiative and capability of working in a high volume, fast paced office. The successful candidate will also have a demonstrated work history of dependability, responsibility and the ability to be a team player. The qualified candidate should have the ability to handle all matters in a confidential manner and to successfully manage projects by using strong organizational skills; and to exhibit unquestioned integrity with a positive "can do" attitude.

Salary and Benefits. Starting salary for the Administrative Assistant will be commensurate with experience and qualifications of the applicant, JSP-9 to JSP-11, currently yielding $62,023 to $75,042 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include the same benefits as other federal government employees including participation in health and life insurance, 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 (mentioning announcement number 27-04C) and résumé to: Laura Dusthimer, Administrative Officer, Southern District of Texas, 440 Louisiana Street, Suite 1350, Houston, Texas 77002- 1634, or email in PDF format to TXS_Hiring@fd.org. 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, please contact Administrative Officer Laura Dusthimer at (713) 718-4600. Position announced on November 16, 2026; open until filled.

Subject to the availability of funds.

The Federal Public Defender is an equal-opportunity employer.