

OFFICE OF THE FEDERAL DEFENDER

EASTERN DISTRICT OF TEXAS

110 NORTH COLLEGE AVENUE, SUITE 1122

TYLER, TEXAS 75702

JOHN D. MCELROY
FEDERAL DEFENDER

(903) 531-9233
FAX: (903) 701-3366

POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

The Federal Public Defender for the Eastern District of Texas is now accepting applications for a full-time Administrative Assistant to be stationed in *Tyler, Texas*. The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide representation in federal criminal matters in the federal courts.

The Administrative Assistant will work closely with the Administrative Officer on implementing processes for providing administrative services for the district's main and branch offices. Specifically, the Administrative Assistant will perform a variety of administrative and management tasks relating to policy, personnel, operations, case openings and closings, office space, finance, office property, and purchasing. Duties may include, but are not limited to:

- Office administration and management: ensuring adherence to office policies and procedures; maintaining and monitoring of internal controls and assisting with audits and assessments; update and edit office manuals to conform to national policy; and responding to administrative inquiries from staff and other organizations.
- Financial management: gathering information for office purchases, checking supply inventory and ordering supplies; provide case and training related travel services, including the preparation of travel authorization requests in connection with staff and expert travel, making travel arrangements and reservations for staff and experts; preparing general payment and travel vouchers to process and pay; and managing postage funds.
- Personnel duties: offering information to staff regarding benefits; support recruitment activities including preparing job postings and scheduling interviews; assist with employee onboarding; assist newly hired staff with training and orientation.
- Office space maintenance: identifying staff furniture and physical office space needs; interacting with administrative team, General Services Administration (GSA) and building property management in all branch offices for space emergencies, maintenance, repairs and improvements.
- Electronic and physical client case management: assists with all local office statistical records and reports; compiles and audits defenderData (dData) and TimeKeeper reports at the end of the month; compiles and verifies combined case management and TimeKeeper reports for the district; and maintains appropriate combined reports.

Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; has excellent communication skills (both oral and written) and must be able to effectively communicate with co-workers, outside agencies, court personnel, and the public (including clients and client families); has a demonstrated work history of dependability, initiative and responsibility; and must be able to handle confidential matters with discretion. Applicants must exercise mature judgment and be able to work well with others in a team environment and independently.

To qualify for the position of Administrative Assistant, a person must be a high school graduate or equivalent with at least three years of general experience and two years of specialized experience. Some higher education may be substituted for experience. A bachelor's degree from an accredited college or university in business, finance, accounting or a closely related field is preferred. Prior judiciary experience is also preferred. Computer literacy, including knowledge of Microsoft Office suite and a working knowledge of Excel, is required. The ability and willingness to work evenings and weekends when necessary is required.

Qualified persons are invited to apply by submitting a single pdf document that includes a letter of interest and resume listing at least three professional references no later than March 4, 2026, to TXE_HR@fd.org. The start date of this position is contingent upon availability of funds. Please, no telephone inquiries. Position open until filled.

The Office of the Federal Public Defender for the Eastern District of Texas is an equal opportunity employer.