

**POSITION ANNOUNCEMENT 26-16**  
**Case & Panel Administrative Assistant Trial Unit**  
**Office of the Federal Public Defender**  
**District of Arizona, Phoenix**

The Federal Public Defender for the District of Arizona is accepting applications for the position of full-time **Case & Panel Administrative Assistant** stationed in Phoenix. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The Federal Public Defender has staffed offices in Phoenix, Tucson, Yuma, and Flagstaff.

**Duties.** This position provides essential administrative support to the entire district and reports to the Administrative Officer. The role is divided approximately equally between case management support and panel administration support.

In the case management function, the Case & Panel Administrative Assistant is responsible for opening, maintaining, and closing case files within the office's electronic case management systems; monitoring case status to ensure accurate and timely data entry; assisting with statistical reporting and case tracking; supporting the digital conversion of physical case records in accordance with office policy; coordinating with attorneys and support staff regarding case documentation and workflow; and ensuring compliance with internal procedures and judiciary reporting requirements.

In the panel administration function, the Case & Panel Administrative Assistant assists with the administration of Criminal Justice Act panel operations. Responsibilities include contacting criminal defense attorneys to determine availability for conflict case appointments; managing petty offense, initial appearance, and magistrate court calendars; maintaining panel attorney records and databases, including tracking term expirations; preparing correspondence related to panel matters; and supporting compliance with judiciary administrative policies. The position also includes maintaining accurate updated listservs as panel membership changes; granting and removing access to CJA Box folders; tracking continuing legal education (CLE) opportunities provided to panel attorneys for annual reporting to the Defender Services Office; and maintaining organized records and spreadsheets related to panel administration. The Case & Panel Administrative Assistant will assist in screening incoming calls and inquiries from clients and the public, providing basic information such as court dates and attorney contact information, and directing more complex matters as appropriate.

This is a fast-paced position with time-sensitive responsibilities. The successful candidate must be available to respond to calls and emails over the lunch hour and, when necessary, outside of regular business hours to support CJA panel operations and meet the demands of the court. The position requires discretion, professionalism, and the ability to manage sensitive case-related information.

**Requirements.** To qualify at JSP level 9, applicants must have three years of general administration and two years of specialized legal experience. To qualify at the JSP 11 level, applicants must have at least three years of progressively responsible administrative experience, including specialized experience related to case opening and closing procedures and an understanding of Criminal Justice Act (CJA) panel administration and assignments. To qualify at the JSP 12 level, applicants must have at least four years of progressively responsible experience, including at least two years of specialized experience demonstrating advanced knowledge of case management systems, CJA procedures, or criminal defense administrative processes.

A college degree is preferred but not required and may substitute for some general experience. Experience in a federal or state criminal defense environment is highly desirable. Applicants must demonstrate strong organizational and analytical skills, excellent written and verbal communication abilities, and a high level of attention to detail and accuracy. The position requires the ability to manage multiple deadlines in a fast-paced legal environment while exercising sound judgment and maintaining strict confidentiality. Proficiency in Microsoft Word, Excel, Adobe Acrobat, and database systems is required. Knowledge of CJA procedures or case management databases is preferred.

Employment is contingent upon a satisfactory background investigation. All claimed education, experience, certifications, training, and references will be verified. U.S. citizenship is required.

**Salary and Benefits.** The starting salary for this position is JSP 9, Step 1 to JSP 12, Step 1, currently \$64,564 to \$93,629 per annum, depending on qualifications and experience. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service.

The position includes federal government benefits, including health and life insurance, retirement benefits, participation in the Thrift Savings Plan, paid leave, and telework opportunities consistent with office policy. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and subject to the availability of funds.

**How to Apply.** Qualified persons may apply by sending via e-mail a letter of interest and resume to the Personnel Administrator, Federal Public Defender, District of Arizona, at [azx\\_hr@fd.org](mailto:azx_hr@fd.org). Announced March 24, 2026; Closes: April 17, 2026.

The Federal Public Defender is an equal-opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.