

POSITION ANNOUNCEMENT 26-30
Clerical Assistant – Trial Unit
(Spanish-Speaking)
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 clerical assistant to be 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.

Requirements. To qualify for a clerical assistant a person must be a high school graduate or equivalent and have at least one year of general experience. Some higher education may be substituted for experience. Personal-computer, word-processing skills are required. Computer literacy and experience with Word, Adobe Acrobat, Microsoft Excel, and other Windows-based applications is preferred. Preference will be given to candidates who have handled multiple phone lines and/or have law office experience. **Spanish language fluency is required for this position.** Applicants selected for an interview will be tested for Spanish fluency. Employment is subject to a satisfactory background investigation. U.S. Citizenship is required.

Duties. Primary duties of a clerical assistant include answering, screening and routing telephone calls; taking and delivering messages; receiving visitors; photocopying; word processing; file room maintenance; running documents to/from the courthouse; and performing all other duties as assigned.

Selection Criteria. Candidates must possess excellent communication and be self-motivated and capable of working in a high-volume, fast-paced law office. The successful candidate will also have a demonstrated work history of dependability and responsibility, and the ability to be a team player.

Salary and Benefits. Starting salary for the clerical assistant will be commensurate with the experience and qualifications of the applicant, within a range from Grade 4, Step 1, to Grade 7, Step 1, and currently yielding \$38,086 to \$52,783 per annum. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

How to Apply. Qualified persons should apply via the online application system at <https://azfd.acquiretm.com/home.aspx>. To be considered for the position, applicants need to register at the above web address and create an online profile, or login if you already have a profile. Please follow the prompts to upload a letter of interest, résumé and references. (Letter of interest and references must be included.) Position announced July 14, 2026; Closes: July 28, 2026. Preference will be given to applications received before July 21, 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.