



OFFICE OF THE FEDERAL DEFENDER

Eastern District of California
2300 Tulare Street, Suite 330
Fresno, California 93721
(559) 487.5561 Toll Free (855) 656.4360
Fax (559) 487.5950

HEATHER E. WILLIAMS
Federal Defender

PEGGY SASSO
First Assistant Defender

POSITION ANNOUNCEMENT #26-008 **CLERICAL ASSISTANT**

The Office of the Federal Defender for the Eastern District of California is seeking applications for the position of **Clerical Assistant** for its Fresno Office. The Clerical Assistant provides clerical and administrative support services to the Federal Defender and staff attorneys representing indigent persons charged with criminal offenses in the United States District Court and the United States Court of Appeals for the Ninth Circuit.

Duties include, but are not limited to receiving, screening and directing incoming telephone calls; greeting and directing visitors; answering general inquiries; receiving and routing incoming mail, deliveries and facsimile transmissions; photocopying and providing clerical support to legal and administrative staff.

The ideal candidate has: the ability to multi-task in a fast-paced environment, prioritize assignments, and communicate effectively with staff, court agency personnel, and the public (including clients and client families); proficiency in Microsoft Word, Excel, and Adobe Acrobat, knowledge of legal terminology; and an interest in indigent criminal defense. Spanish speaking strongly preferred but not required.

The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide legal representation in federal criminal cases and related matters in federal courts. This position is a full-time permanent position with federal salary based on qualifications and experience currently yielding from JS-4/1 - \$36,593 to JS-7/1 - \$50,714. This position is subject to mandatory Electronic Transfer (direct deposit) participation for payment of net pay. Federal government benefits apply, including health, life and retirement benefits, thrift savings program and flexible spending accounts. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act.

To qualify for the Clerical Assistant position a person must be a high school graduate or the equivalent and must have a minimum of one year general experience performing progressively responsible duties. Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to a background check as condition of employment.

To apply, send cover letter, résumé, three references and a completed Application for Judicial Branch Employment form (AO78), http://www.cae-fpd.org/AO_78.pdf, to:

Heather Williams, Federal Defender
Attn: Human Resources

at the following email: cae_hr@fd.org

Position announced on June 2, 2026, and is open until filled. All hiring is subject to available funding. Priority will be given to applications received by June 26, 2026.

The Office of the Federal Defender for the Eastern District of California is an equal opportunity employer. This agency provides reasonable accommodations for applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.