

POSITION ANNOUNCEMENT No. 26-13C

Case Management/ Legal Assistant

Southern District of Texas
Corpus Christi, TX Division

The Federal Public Defender, Southern District of Texas, is accepting applications for the position of Case Management/Legal Asst., to be stationed in the Corpus Christi, TX branch 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 or equivalent and have at least two years of general experience and one year specialized experience; some higher education may be substituted for experience. Personal-computer skills, advanced word- processing skills, and *Spanish-language fluency required* and law office experience is preferred. Applicants must be a U.S. citizen. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check. The work hours will be from 7:00am- 4:00pm.

Duties. Primary job duties include word-processing; opening and closing case files; organizing files; data input; record keeping; filing; photocopying legal documents; answering general telephone inquiries; routing mail. Provide legal secretarial and clerical support to one to two attorneys; maintain attorneys' calendars of court settings and filing deadlines; answer inquiries regarding attorneys' activities; maintain attorneys' case files; type legal documents, briefs and general correspondence using Word (including formatting, proofreading, and editing as directed); review outgoing documents for accuracy; perform conflicts checks; and other duties as assigned. The full Position Qualifications Statements and Position Description are 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.

Salary and Benefits. Starting salary will be commensurate with experience and qualifications of the applicant, within a range from JSP-6, Step 1 to JSP-9, Step 1, currently yielding \$45, 630 to \$62,023 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 regular Government employment benefits including 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 26-13C) 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 September 21, 2026; open until filled.

Subject to the availability of funds.

The Federal Public Defender is an equal-opportunity employer.