

POSITION ANNOUNCEMENT No. 26-05L
Case Management Assistant
Southern District of Texas
Laredo, TX Division

The Federal Public Defender, Southern District of Texas, is accepting applications for the position of Case Management Assistant, to be stationed in the Laredo, 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 and law office experience is preferred. Applicants must be a U.S. citizen or eligible to work in the U.S. 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). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check.

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; 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 \$47,166 to \$64,111 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 26-05L) 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 February 10, 2026; open until filled.

Subject to the availability of funds.

The Federal Public Defender is an equal-opportunity employer.