

Office of the
Federal Public Defender
District of Wyoming

Tracy R. Hucke, Federal Public Defender
David Weiss, Chief of Trial Attorneys

POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT – CASPER, WYOMING

The Office of the Federal Public Defender for the District of Wyoming seeks an Administrative Assistant to join our team in our recently remodeled Casper office.

The Federal Defender Organization operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other statuses protected by law. Click [here](#) for more information.

Job Description: The Administrative Assistant reports to the Administrative Officer assists the Defender and Administrative Officer with all aspects of office administration and management. Representative duties include but are not limited to answering phones and providing general customer service-related office support and assisting as a back-up for case management related tasks; providing information regarding federal and local policy; preparing and reviewing travel vouchers; preparing and reviewing vouchers for payment, ensuring accuracy and appropriateness; managing and maintaining day-to-day operations of accounting functions. Assists with procuring supplies, equipment, library materials, furnishings and professional contract services from government and non-government sources through competitive bids, existing government contracts, or new contracts. Assists in the maintenance and monitoring of internal controls procedures in the functional areas of finance, procurement and property management and personnel. Assists in the internal audit of those procedures. Perform all other duties as assigned.

Qualification requirements: Bachelor's degree is preferred. Applicants must have at least **five** years of general administrative/legal experience. Federal Court and JIFMS experience are preferred but not required. Writing ability and administrative experience will be given preference.

The successful applicant is professional and should possess strong time management, analytical, verbal, and written communication skills. This position requires excellent proofreading and editing skills with meticulous attention to detail, computer literacy with a working knowledge of MS Word, Excel. Strong attention to detail and organizational skills to ensure accurate recordkeeping. The candidate should also have experience working in a collaborative team environment and possess a strong work ethic. The position is a "at will" excepted service and does not carry the tenure rights of competitive civil service.

If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation. This position is subject to funding availability.

Salary and Benefits: This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications within the range of FD-9 to FD-12 (\$61,111 - \$115,213). Among the many benefits of employment are the Federal Employees Retirement System, the Thrift Savings Plan (401(k)), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance. Salary is payable only by direct deposit.

How to Apply: Qualified applicants should apply via email by submitting a letter of interest, a resume, and three professional references to wyx_employment@fd.org. Subject reference should be “Administrative Assistant.” Interviews will be conducted in person or via video conference. Due to the high volume of applications anticipated, the Office of the Federal Public Defender will only contact candidates who are considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Position posted on November 12, 2025—Open until filled. With preference given to applications received by December 10, 2025.

The Federal Public Defender is an equal opportunity employer.