

# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

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## Vacancy Announcement

Position: Legal Assistant

Location: Amarillo Division

Application Deadline: Wednesday, August 9, 2017

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**THE FEDERAL PUBLIC DEFENDER** for the Northern District of Texas is accepting applications for the position of a Legal Assistant. The Legal Assistant provides assistance in a variety of secretarial and clerical support to attorney. This position will be located in the Amarillo, TX 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 at entry level, a person must be a high school graduate or equivalent and at least three years legal secretary experience, federal criminal experience preferred. Some higher education may be substituted for experience. The ideal candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; have a general knowledge of office protocols and secretarial processes; analyze and recommend practical solutions; be proficient in Microsoft Word and Adobe Acrobat; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public; and have an interest in indigent criminal defense. Candidate must possess excellent communication and interpersonal skills, be a highly motivated self-starter, extremely detailed and policy oriented, able to effectively multitask, exhibit professional conduct at all times, while also excelling in a fast paced team environment. Spanish fluency a plus.

### Duties include but are not limited to:

- Provide secretarial and clerical assistance, with some administrative duties.
- Must understand district and circuit court rules and protocols;
- Edit and proofread legal documents, correspondence, and memoranda;
- Perform cite checking and assemble copies with attachments for filing and mailing.
- Screening and referring telephone calls and visitors;
- Screening incoming mail and reviewing outgoing mail for accuracy;
- Handling routine matters as authorized;
- Assembling and attaching supplemental material to letters or pleadings as required;
- Maintaining calendars (a plus);
- Setting appointments as instructed;
- Organizing and photocopying legal documents and case materials; and
- Case file management.

**Physical Demands and Work Environment:** Candidate must be physically capable of meeting the requirements of the job, which may include moving and lifting furniture and items up to and sometimes in excess of 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The Legal Assistant will spend most of his/her time in an office environment, with a large amount of computer work.

**Salary and Benefits:** The starting salary for the position falls within a range of \$36,611 (JSP-6, Step 1) to \$45,056 (JSP-8, Step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is full-time with federal benefits and salary commensurate with experience and qualifications and comparable to that of U.S. Attorneys office with similar qualifications and experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Position subject to the availability of funds.

**Application Process:** In one PDF document, submit a letter of interest, resume, and at least 3 employment references to:

Jacqueline Bunkley, Administrative Officer  
TXN\_Employment@fd.org  
Reference 2017-07 Legal Assistant, in the subject.

**No phone calls please. Submissions not following this format will not be considered. Only those selected for interview will be contacted. Applications must be received no later than Wednesday, August 9, 2017.** Proof of U.S. citizenship or other employment eligibility required. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <http://txn.fd.org> for further position description.

The Federal Public Defender is an Equal Opportunity Employer