

POSITION ANNOUNCEMENT 17-05L

Administrative Assistant Office of the Federal Public Defender Southern District of Texas Laredo

THE FEDERAL PUBLIC DEFENDER for the Southern District of Texas is accepting applications for the position of Administrative Assistant to be stationed in Laredo, TX which has seventeen lawyers, four investigators and eight support staff. The Federal Public Defender 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 to individuals unable to afford counsel.

Requirements. To qualify for entry level, a person must be a high school graduate or equivalent; college-degree preferred and have at least three years' general experience and two years of specialized experience; some education may be substituted for experience. Bilingual required. Personal-computer skills, office administration, procurement practices, and law office experience is preferred. Applicants must be a U.S. citizen or Eligible to Work in the U.S. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check.

Duties. This position involves office administration and management and will assist with the recruitment, hiring and supervision of support staff; procurement of supplies, furniture and equipment, and maintaining subsequent furniture, equipment and library inventories. Case management and legal secretarial duties such as assisting with the opening and closing of cases and submitting monthly case-related statistical reports, arranging court calendars and serving as a liaison with court personnel and the Houston office; and other duties as assigned. The full *Position Qualifications Statements and Position Description* is available for inspection in this office.

PHYSICAL REQUIREMENTS. The individual must occasionally lift and/or move up to 25 pounds. The individual is required to stand, walk, and reach with hands and arms and will spend most of his/her time in an office environment.

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. The qualified candidate should have the ability to handle all matters in a confidential manner and to successfully manage projects by using strong organizational skills; and to exhibit unquestioned integrity with a positive "can do" attitude.

Salary and Benefits. Starting salary for the Administrative Assistant will be commensurate with experience and qualifications of the applicant, JSP-9 to JSP-12, currently yielding \$50,465 to \$73,184 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 the same benefits as other federal government employees including participation in 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 and a résumé to: Federal Public Defender, Southern District of Texas, 440 Louisiana Street, Suite 1350, Houston, Texas 77002, Attn: Administrative Officer or email TXS_Employment@fd.org. For applicants with disabilities, this organization provides reasonable accommodations, determined on a case by case basis. To request a reasonable accommodation for any part of the application or interview process, contact Laura Dusthimer, Administrative Officer. Position announced April 18, 2017; open until filled. Subject to the availability of funds.