

**POSITION ANNOUNCEMENT No. 18-05-H**  
**Clerical Assistant- Part-time**  
**Temporary (Year and a day)**  
Office of the Federal Public Defender  
Southern District of Texas (Houston)

THE FEDERAL PUBLIC DEFENDER for the Southern District of Texas is accepting applications for the position of a temporary, part-time clerical assistant to be stationed in the Houston office. 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 and have at least two years of general experience; some higher education may be substituted for experience. Personal computer, advanced word-processing skills, and Spanish-language fluency are preferred; handling multiple phone lines and law office experience is preferred. Employment is subject to a satisfactory background investigation.

**Duties.** Perform general office clerical functions such as copying and collating legal documents and correspondence, answering telephones and greeting visitors; Pulling files, processing mail, picking up and delivering mail and materials (including heavy boxes) to and from various court and law enforcement offices and agencies. Accomplish other support duties as assigned. The full Position Qualifications Statements and Position Description is available for inspection in this office.

**HOURS:** 25 hours per week, Monday through Friday from 12:30 p.m. to 5:30 p.m.

**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-5, Step 1 to JSP-7, Step 1, and currently yielding \$38,132 to \$47,234 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 (mentioning announcement number 18-05H) 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\\_Hiring@fd.org](mailto:TXS_Hiring@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 July 25, 2018. Open until filled. More than one applicant may be hired from this announcement.

*The Federal Public Defender is an equal-opportunity employer.  
Position is subject to the availability of funds.*