

FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

FEDERAL PUBLIC DEFENDER
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Vacancy Announcement

Position: Administrative Assistant

Location: Dallas Division

Application Deadline: Open Until Filled

FEDERAL PUBLIC DEFENDER for the Northern District of Texas is accepting applications for the position of an Administrative Assistant. This position will be located in the Dallas 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.



The starting date for the position will ideally be in January 2022.

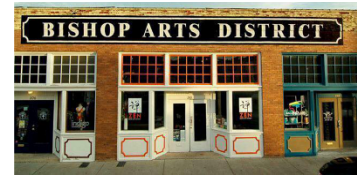
Job Description: The Administrative Assistant provides assistance and advice to the Defender and/or Administrative Officer or Supervisory Administrative Assistant in a variety of administrative and management matters regarding policy, personnel, operations, finance, and property and procurement. The Administrative Assistant may be assigned district-wide or branch scope of work.



Requirements and Qualifications: To qualify at entry level, a person must be a high school graduate or equivalent, have at least three years of general experience, and at least two years of progressively responsible administrative experience. Some higher education may be substituted for experience. Candidate must have experience with accounting, purchasing, and general office management. Contracting Officer Certification and Procurement experience, preferred, but not required. Computer skills including familiarity with financial software, knowledge in Microsoft Word and Excel spreadsheets, exceptional interpersonal and organizational skills, and excellent written and oral communication skills are required. Candidate must be a highly motivated self-starter, extremely detail and policy oriented, able to effectively multitask, has a demonstrated work history of dependability, able to handle confidential matters with discretion and exhibit professional conduct at all times. Law office and federal experience a plus. As an Administrative Assistant in the Federal Public Defender office, you are a representative of a well-respected law firm and part of a cohesive management team. You work closely with all staff to fulfill the mission of a very fast paced legal office. Duties will be progressively responsible as the needs of the office change.

Duties include but are not limited to:

- Assist Administrative Officer in a variety of administrative matters regarding operations, finance, procurement and property policy, and personnel;
- Respond and attend to administrative inquiries from staff and other organizations of needs both local and branch offices, including space and facilities projects;
- Arrange travel and prepare travel vouchers for payment reimbursement, ensuring accuracy and compliance with government travel regulations;
- Review and prepare purchase orders and obligations in Judiciary Integrated Financial Management System (JIFMS), as well as, following up on outstanding purchase orders and processing payments of invoices;
- Advise Administrative Officer of anticipated needs and/or replacement of office furniture and general equipment;
- Oversee office supplies, ordering, and restocking;
- Handle vendor issues and disputes; and
- Perform all other duties as assigned.



Salary and Benefits: The starting salary for the position generally falls within a range of \$57,595 (JSP-9, Step 1) to \$83,523 (JSP-12, Step 1). The position is full-time with federal benefits. *The position is excepted service and does not carry the tenure rights of the competitive Civil Service.* Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to a background check. This position is classified as a high-sensitive position. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check, as well as a credit check. Proof of U.S. citizenship required.

Application Process: To apply, 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

Subject line reference: “**2021-06 Administrative**”

No phone calls please. Applications submitted by fax or mail will not be considered. Only those selected for interview will be contacted. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <https://txn.fd.org/employment> for more details.

The Federal Public Defender is an Equal Opportunity Employer