

FEDERAL PUBLIC DEFENDER

Districts of Guam and the Northern Mariana Islands

POSITION ANNOUNCEMENT

Administrative Assistant

The Federal Public Defender, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Start Date: November 17, 2025

Requirement: This is not an entry level position. To qualify for this position, a person must be a high school graduate or equivalent and have at least 5 years judiciary or legal experience. The individual must be able to analyze and apply relevant policies and procedures to office operations; exercise good judgment; analyze and recommend practical solutions; be proficient with WordPerfect, Microsoft Office Suite and Adobe Acrobat. Must be able to work independently, take initiative, and work in harmony with other team members while performing different roles. Must have the ability to communicate effectively with attorneys, supervisors, staff, clients, court personnel, and the public.

Duties: Assist the Administrative Officer in a variety of administrative matters related to finance, policy, procurement and property. Coordinate expert services. Maintain inventory listing of property and conduct inventory reconciliations. Procure office supplies. Open and close case files. Upload data and documents into databases. Prepare case-related statistical reports. Work closely with attorneys to provide essential legal support. Assist in the management and support of the CJA Panel. Coordinate client treatment services. Obtain documents and records. Serve documents. Manage incoming and outgoing mail. Manage office telephone and in-person inquiries. Perform all other administrative and legal tasks as assigned.

Salary/Benefits: Salary will be within the range of \$61,111 to \$115,213, plus a 11.88% non-taxable Guam Cost of Living Adjustment (COLA), subject to change annually, commensurate with qualifications and experience and is subject to mandatory electronic funds transfer (direct deposit). Federal government employment benefits include health and life insurance, retirement, and the Thrift Savings Plan.

How to Apply: No telephone inquiries. To apply, qualified applicants should email a letter of interest, resume that includes three references, and a Judicial Branch Federal Employment (AO 78) application form, in a single PDF file, by September 22, 2025, to Leilani Lujan, Federal Public Defender, at guamfpd@fd.org.

The application form (AO 78) is available at <https://gu.fد.org/about/jobs>.

Only applicants selected for interview will be contacted. All responses will remain confidential. This position is open until filled and is subject to the availability of funding and a background investigation. Employees of the Federal Public Defender are members of the judicial branch of government and are considered "at will."