

**Position Announcement 21-10**  
**NATIONAL INFORMATION TECH OPERATIONS AND APPLICATIONS DEVELOPMENT**  
**Training Specialist (TEMPORARY/PERMANENT)**  
Office of the Federal Public Defender  
Western District of Texas (**San Antonio**)

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THE FEDERAL PUBLIC DEFENDER, Western District of Texas is accepting applications for the position of Training Specialist, National IT Operations and Applications Development Branch, located in San Antonio, Texas. This is a temporary position for one year and a day, with the option to convert to a permanent position with acceptable job performance. The NITOAD branch supports the federal defender program's staffed offices in 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The federal defender program 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.

**Job Requirements.** To qualify for a training specialist, a person must be a high school graduate or equivalent and have at least demonstrated 5+ years of experience developing and/or delivering training curriculum. Experience should include the use of e-learning tools for delivery of training; Some higher education from an accredited college or university, preferably with a concentration in computer or information technology or a related field, may be substituted for some of the required experience. Notwithstanding any educational substitution, specialized experience in four or more of these areas is required:

- Training adult learners;
- Extensive knowledge with at least one of the following Software products : TechSmith Camtasia, Articulate Storyline, Articulate Presenter, Adobe Captivate, WebEX;
- Conducting training via WebEx or other video conferencing tools;
- Developing job aids;
- Managing a curriculum development project;
- Ability to work with others in a fast-paced structured/team environment with changing priorities;
- Excellent organizational skills, time management skills, editing skills, and communication skills (both written and verbal);
- Self-motivation and a self-starter; and
- Outgoing personality.

This position is classified as "high-sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on investigation results. Applicants must be US citizens or be eligible to work for the federal government.

**Duties.** The training specialist will perform training needs assessments, design and deliver curriculum and learning materials and manage all phases of training interventions, tasks such as the following:

- Create and develop distance learning using multimedia development tools;
- Edit documents using a set of vetted guidelines;
- Collaborate with a creative, synergetic team;
- Provide subject matter knowledge to other teams;
- Maintain project documentation;
- Produce professional quality work within tight deadlines and evolving priorities;
- Design interfaces and graphics for eLearning;
- Translate content and storyboards to eLearning design;

- Organize and design training events;
- Partner with other subject matter experts to obtain information, validate content, and evaluate the effectiveness of course delivery;
- Utilize training tools and technologies to deliver cutting edge design solutions;
- Maintain and create training catalog;
- Read and analyze Helpdesk tickets to identify training needs;
- Some travel and lifting equipment up to 50 pounds required; and
- Other tasks as assigned.

The applicant should also demonstrate an attention to detail and the ability to maintain effective working relationships with those contacted during the course of work.

**Salary and Benefits.** Starting salary will be fixed commensurate with experience and qualifications within a range from JSP-11, Step 1, to JSP-13, Step 1, and currently yielding \$59,908 to \$92,795 per annum. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position does carry regular government employment benefits including 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 submitting a letter of interest (mentioning announcement number 21-10), a résumé, and a list of three references to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 7550 IH-10 West, Suite 200, San Antonio, Texas 78229 or you may submit your letter of interest and resume in a single PDF document by email to NITOAD\_Admin@fd.org. The document should be named as follows: "Announcement number, position title, last name, first name" (e.g. 21-10 Training Specialist, Smith, John). Electronic submission may also be through Indeed.com or LinkedIn.com. Electronic submissions to the Defender will not be accepted. For applicants with disabilities, this organization provides reasonable accommodations, which are determined case-by-case. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 981-2081. More than one position may be filled from this announcement. Position announced February 4, 2021 subject to the availability of funds; open until filled.

*The Federal Public Defender is an equal-opportunity employer.*