POSITION ANNOUNCEMENT 15-04
Personnel Administrator
Office of the Federal Public Defender Western District of Texas

The Federal Public Defender for the Western District of Texas is accepting applications for the position of personnel administrator, to be stationed in the San Antonio office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to low income individuals in federal criminal cases and related matters by appointment from the court.

Requirements. To qualify for entry level, a person must be a high school graduate or equivalent and have at least three years of general experience and two years of specialized experience in human resources management. The specialized experience in human resources should include experience in at least one, but preferably two or more, functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) and providing knowledge of the rules, regulations, terminology, etc. in the area of human resources administration. A bachelor’s degree in human resources or a related field is preferred. Candidate must possess exceptional analytical and communication skills, both orally and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; and evidence of being a strong team player who is highly motivated and flexible in a changing environment. Attention to detail is critical. Appointment is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check.

Duties. Assists the Administrative Officer with all aspects of office administration and management, to include preparing and maintaining statistical reports to include HR internal controls, staffing, etc.; coordinating recruitment activities; managing employee benefits program, ensuring all information is current, communicated timely, and employee inquiries are handled with courtesy, accurately, and promptly; developing and updating human resources – related web pages; filing personnel documents; distributing personnel and payroll related material; monitoring leave program; processing background/fingerprint checks; preparing employment verifications; maintaining organizational charts; assisting with special projects; coordinating events and conferences and all other duties as assigned. Some travel is required. The full Position Qualifications Statement and Position Description is available for inspection in this office.

Salary and Benefits. The starting salary for the position falls within a range of $48,403 (JSP-9, Step 1) to $70,192 (JSP-12, Step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Persons may apply by sending a letter of interest (mentioning this announcement #15-04) and résumé to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Blvd., B-207, San Antonio, Texas 78206-1278. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade. Position announced March 6, 2015, subject to the availability of funds, and is open until filled.

The Federal Public Defender is an equal-opportunity employer.