

POSITION ANNOUNCEMENT
PERSONNEL ADMINISTRATOR – ATLANTA, GEORGIA

THE OPPORTUNITY

We seek a Personnel Administrator to join our office in the Summer/Fall of 2024. Open until filled.



The Personnel Administrator provides the full range of human resources management services to office staff, supervisors and advises the Executive Director and Administrative Officer. General duties include planning and developing personnel policies and procedures, staff recruitment and selection, human resources training and development, compensation and benefits program management, Equal Employment Opportunity and Employee Dispute Resolution program management, and employee relations program management. Additionally, the selectee will identify, evaluate, and solve hiring challenges, which includes, but is not limited to implementing recruiting and hiring strategies to attract employees from diverse backgrounds. While performing the duties of this job, the individual must occasionally lift and/or move up to 25 pounds.

OUR MISSION

The Federal Defender Program for the Northern District of Georgia serves its community by providing creative, cutting-edge, compassionate, and client-centered advocacy delivered by a diverse, and multi-disciplinary team of dedicated professionals.

ABOUT US

The Federal Defender Program, Inc. (the “FDP”) is a Georgia non-profit law firm that provides legal representation to persons charged with committing federal crimes in the Northern District of Georgia who cannot afford to hire a private attorney. We represent our clients from arrest through trial and appeal to the Eleventh Circuit Court of Appeals and the United States Supreme Court.

We are attorneys, investigators, mitigation specialists, paralegals, office administrators, legal assistants, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

The FDP is a Community Defender Organization and operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A(g)(2)(A) and is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions of the United States District Court.

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE

We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce. We value client engagement, teamwork and collaboration, growth and skills enhancement, creativity, and supporting each other as colleagues.

EXPERIENCE/ EDUCATION

The minimum qualifications for this position are a bachelor's degree, preferably in Human Resources Management, Business, or a related discipline. Commitment to indigent defense and personal integrity are essential. Three years Human Resources experience or similar experience. Relevant Human Resources Certifications are preferred. Some overnight travel may be required.

SALARY AND BENEFIT DETAILS

The starting annual salary for this position falls within a range under the Judicial Salary Plan (JSP) from Grade JSP-9 at \$63,369 to Grade JSP-12 at \$119,463. The salary of the successful applicant will be commensurate with the person's qualifications and years of experience. The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401k.

HOW TO APPLY

Interested applicants should provide the following by mail or email: cover letter discussing your interest in the position, CV, and contact information for two references. Materials may be sent by mail to:

**Personnel Administrator
Federal Defender Program, Inc.
101 Marietta Street, N.W.**

**Centennial Tower - Suite 1500
Atlanta, Georgia 30303**

or may be submitted electronically by including the same documents in single PDF to the email address below.

**Email: FDPGAN_Employment@fd.org
Subject Line: Personnel Administrator**

The position is contingent on the availability of federal funding. Only those granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement. Failure to follow these procedures will cause your application to be automatically declined.

We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions. We are interested in applicants' talent, intelligence, dedication, and desire to see that all people are treated fairly and respectfully, no matter the allegation or circumstance. The FDP is an equal opportunity employer.

Applicants who apply without submitting all documents will not be considered. Interested applicants are encouraged to apply as soon as possible. All responses will remain confidential.