

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

SUITE 540 WEST -- THE CURTIS CENTER
601 WALNUT STREET
PHILADELPHIA, PA 19106

LEIGH M. SKIPPER
CHIEF FEDERAL DEFENDER

PHONE NUMBER (215) 928-1100
FAX NUMBER (215) 928-1112
FAX NUMBER (215) 928-0822
FAX NUMBER (215) 861-3159

HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

PERSONNEL ADMINISTRATOR

(One Position)

Posting Code 600500-17

The Federal Community Defender Office serving the Eastern District of Pennsylvania has a vacancy for a Personnel Administrator to assist with all aspects of office personnel administration and management.

Responsibilities: The Personnel Administrator provides a full range of human resources management services to office staff. General duties include assisting with the research and development of personnel policies and procedures, staff recruitment, selection, and orientation, human resources training, evaluation, and development, and compensation and benefits program development and management. He or she administers various benefits programs and provides advice and assistance to employees and supervisors. The Personnel Administrator ensures adherence to federal and local practices and procedures, and provides technical expertise and advice on issues such as employee development, position standards, performance standards and reviews, and disciplinary proceedings. Administers individual and/or group related office-wide programs, such as FMLA and Equal Employment Opportunity programs, and complies with reporting requirements.

Requirements: Applicants must possess at least six years of progressively responsible experience in the personnel/human resources field and demonstrate a comprehensive knowledge of personnel management principles, practices, methods and operations in a legal environment. Knowledge of employment law and regulations, and participation in budget preparation, particularly with regard to personnel compensation, benefits and training, is required. Experience in developing and administering programs and/or procedures for recruitment and selection of applicants for employment, performance standards, annual reviews, employee training and development, personnel policy development, and benefits program development also required. Familiarity with Judiciary personnel policies and requirements a plus. Must possess excellent communication (both oral & written) and interpersonal skills, and must be able

to handle confidential matters with discretion. Applicants must exercise mature judgment, work well with others in a team environment and also independently. He or she must possess excellent attention to detail and time management skills, be able to follow directions and handle a number of tasks simultaneously, and work expeditiously and accurately within a limited time frame. Bachelor's degree/major in human resources management preferred. Computer literacy, including knowledge of Microsoft Word 2010 and working knowledge of Excel is required. The ability and willingness to work evenings and weekends when necessary is required. The position also requires that the incumbent occasionally lift and/or move up to 25 pounds.

Interested applicants should submit a cover letter and resume to Teresa Rauscher, Administrative Officer, via e-mail at EmploymentPAE@fd.org, or by regular mail to FCDO, Curtis Center, 601 Walnut Street, Suite 540 West, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis until the position is filled.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.