



**Office of the Federal Public Defender
Eastern District of Oklahoma**

Vacancy Announcement #202411
Position Title: Personnel
Administrator

Posting Date: 04/08/2026
Type: Full-Time
Duty Station: Muskogee, OK

Closing Date: Open Until Filled

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for a full-time Personnel Administrator. The Federal Defender Organization 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 federal courts.

DESCRIPTION & DUTIES

The Personnel Administrator provides a full range of human resources management services for office staff and management. General duties include but are not limited to:

- Planning and developing personnel policies and procedures.
- Human resources training and development.
- Compensation and benefits program management.
- Assists the Defender and Administrative Officer in all aspects of personnel management.
- Ensures adherence to federal and local personnel practices and procedures.
- Performs employment security processing.
- Initiates and maintains a comprehensive orientation program for all new employees.
- Processes personnel and payroll actions.
- Performs all other duties assigned by Defender and/or Administrative Officer.

REQUIREMENTS

The applicant must have a high school degree or equivalent and five plus years of related Human Resources experience. Experience in Judiciary personnel policy is preferred. The ideal candidate will have knowledge of, and compliance, with HR policies, employment law trends and emerging issues; comprehensive knowledge of personnel management principles and employee relations practices; strong analytical skills with experience in organization, research, review, analysis and presentation of information and data; the ability to consistently exercise good judgment and sound ethics in a mature and diplomatic manner; proficiency in Microsoft Word, Excel, Adobe Acrobat, and Outlook. Must possess excellent communication and interpersonal skills and be highly self-motivated and detail-oriented while also excelling in a fast-paced team environment.

BENEFITS INFORMATION

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid annual and sick leave; paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Detailed information on benefits can be found at <https://www.uscourts.gov/careers/benefits>

SALARY AND BENEFITS

This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY

Interested applicants should submit a cover letter, resume highlighting relevant skills and experience, a writing sample, and a list of references (3 professional and 3 personal) to:

Scott A. Graham, Federal Public Defender at OKE_resumes@fd.org

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

The Federal Public Defender is an Equal Opportunity Employer