



**Office of the Federal Public Defender
Middle District of Florida
Charles L. Pritchard, Jr.
Federal Public Defender**

Vacancy Announcement #2026-009

Position Title: Administrative Assistant (Human Resources)

Duty Station: Jacksonville or Orlando, Florida

Posting: February 4, 2026

Closing Date: March 6, 2026

Permanent Full-Time

The Federal Public Defender for the Middle District of Florida is accepting applications for the position of Administrative Assistant (Human Resources) to be stationed in either our Jacksonville or Orlando office.

Requirements: Candidates must have at least a high school diploma and three years of Human Resources specialized experience. Some higher education may be substituted for experience. Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; effectively communicate with management, staff, co-workers and outside agencies clearly, professionally and in a timely manner. Candidates should have a demonstrated work history of dependability, initiative, and responsibility; they should be detail-oriented and a team player. This position requires proficiency with Microsoft Office and Adobe Acrobat Professional software. Candidates must have strong organizational and problem-solving skills.

Duties: The Administrative Assistant (HR) will assist the Human Resources Manager for generalist services to Federal Public Defender staff. Telework is available subject to supervisor's determination of office requirements. General duties and responsibilities include, but are not limited to the following:

- Assist in performing routine tasks required to administer benefits programs, such as health benefits, life insurance, and disability, leaves of absence, workers' compensation program, and retirement. Coordinate enrollment changes and claims resolution. Communicate benefits information to employees.
- Assist in maintaining and updating personnel records, benefits files, and time and attendance system in compliance with federal government. Ensure documentation regarding personnel decisions is complete and accurate.
- Manage and maintain full-cycle recruitment for graded and ungraded positions, including interns and externs. Draft, post, and manage vacancy announcements in compliance with Judiciary and Defender Services policies. Screen applications, assess qualifications, and prepare applicant referral list for management review. Coordinate interview logistics, including scheduling, panel support, and applicant communications.
- Conduct a comprehensive orientation program for all new employees on various administrative, personnel, and procedural matters. Maintain all recruitment records, including position announcements, interview information, and applicant demographic statistics. Determine and use best methods to source applicants.

- Conduct initial telephone interviews with top ranked applicants, and coordinate and participate on interview panels.
- Assist in administering background and investigation checks (fingerprinting), employment verifications, and reference checks for new hires. Check references and complete and file necessary forms. Track and report results. Develop and maintain record-keeping systems.
- Assist in monitoring and processing employees' time and attendance records and ensuring that transactions and records adhere to appropriate rules and regulations. Monitor and assess functionality of leave system.
- Establish and maintain a wide variety of personnel records, including individual personnel files and records, in accordance with the relevant record retention guidelines.
- All other duties as assigned.

Selection Criteria: This position requires meticulous attention to detail; computer literacy with a working knowledge of MS Word, and Excel; filing skills; excellent organizational skills; and demonstrated ability to communicate with individuals and groups of varying backgrounds. Prior experience in an office environment is mandatory.

Salary and Benefits. The starting salary for an Administrative Assistant (HR) falls within a range of **\$61,722 (Grade 9, Step 1) to \$116,362 (Grade 12, Step 10) per annum**. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. Hiring is subject to availability of funds.

How to Apply: Qualified applicants may apply by submitting a **letter of interest outlining their experience, resume, and three professional references in a single Adobe PDF format**. An email confirming receipt of the PDF will be sent to all applicants. **Applications must be received by 5:00 p.m. on Friday, March 6, 2026.** Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:

Office of the Federal Defender, Middle District of Florida
Evelyn Langston, Human Resources Manager
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

The FPDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be made on a case-by-case basis.

The FPDO is a branch of the U.S. Courts, an **Equal Opportunity Employer**, and operates under

authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, nationality, religion, or disability.