

Position Announcement 26-29
PERSONNEL ADMINISTRATOR
Office of the Federal Public Defender
Western District of Texas (San Antonio)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of Personnel Administrator, to be stationed in San Antonio. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. To qualify for the position of personnel administrator, a person must have a bachelor's degree from an accredited college or university. The ideal candidate will have at least three years of general experience and two years of specialized experience in human resources and/or benefits 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 experience providing knowledge of the rules, regulations, terminology, etc. in the area of human resources administration. Candidate must possess exceptional analytical and communication skills, both oral and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; evidence of being a strong team player who is highly motivated and flexible in a changing environment; and the ability to work collegially. Attention to detail is critical. This position is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on investigation results.

Duties. Assists the Administrative Officer with all aspects of office administration and management, to include preparing and maintaining statistical reports such as HR internal controls, staffing, etc.; coordinating recruitment activities; managing employee benefits program, to ensure all information is current and communicated timely, and that employee inquiries are handled accurately, promptly, and with courtesy; 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 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.

Selection Criteria. The successful candidate will have the skills required for accomplishing the tasks outlined above, and a general understanding of office practices, legal processes, and office confidentiality issues, such as attorney/client privilege. The ability to apply common sense to carry out instructions furnished in written, oral or diagram form; to analyze and apply relevant policies and procedures to office operations; to exercise good judgment in a mature and diplomatic manner; to communicate orally and in writing; and the ability to recognize and analyze problems and recommend practical solutions. A degree in business or public administration, personnel management, legal management, or other closely related field is highly desirable.

Salary and Benefits. The starting salary of a personnel administrator will be commensurate with the experience and qualifications of the applicant, within a range from JSP-9, Step 1, to JSP-12, Step 1, and currently yielding \$62,629 to \$90,823 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This 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).

How to Apply. Qualified persons may apply by sending a letter of interest addressed to Federal Public Defender Maureen Scott Franco (mentioning announcement 26-29), résumé, and three professional references. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 26-29 SA PA" by email to TXW_Employment@fd.org. Submissions sent directly to the Defender will not be considered. 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 personnel administrator Victoria B. Longoria at (210) 981-2081. More than one position may be filled from this announcement. Position announced April 14, 2026, subject to the availability of funds; open until filled.

Federal Public Defender is an equal opportunity employer.