

POSITION ANNOUNCEMENT 26-26

Personnel Administrator

Office of the Federal Public Defender
District of Arizona, Phoenix

THE FEDERAL PUBLIC DEFENDER for the District of Arizona is accepting applications for the position of a full-time Personnel Administrator to be stationed in Phoenix, Arizona. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A, to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The District of Arizona has offices in Phoenix, Tucson, Flagstaff, and Yuma.

Requirements. The successful applicant must have a high school degree or equivalent and three years of specialized 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 abilities 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 Office Applications and PeopleSoft (or similar information management system); and possession of the following attributes: resourcefulness, creativity, initiative, drive, tact, and discretion. Experience in technical writing for human resources purposes such as drafting personnel policies, formal HR correspondence and documentation of personnel issues and disciplinary actions is required. Proven experience designing and implementing new employee orientation programs, as well as ongoing training on employee benefit programs and updates. Must possess excellent communication and interpersonal skills and be highly self-motivated and detail-oriented while also excelling in a fast-paced team environment. Employment is subject to a satisfactory background investigation. U.S. Citizenship is required.

Duties. The Personnel Administrator provides the full range of human resources management services to office staff and provides advice to the Defender and/or 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. Candidates will identify HR training needs and design relevant programs including organizing orientation and onboarding procedures. Successful candidates will have a background in human resources training and benefits administration. Some overnight travel may be required.

Salary and Benefits. Starting salary for the Personnel Administrator position will be set commensurate with the experience and qualifications of the applicant and will fall within the JSP-11/01 - JSP-14/10, currently yielding \$78,117 to \$171,043 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, Federal Employees' Retirement System, telework opportunities and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and subject to the availability of funds.

How to Apply. Qualified persons should apply via the online application system at <https://azfd.acquiretm.com/home.aspx>. To be considered for the position, applicants need to register at the above web address and create an online profile, or login if you already have a profile. Please follow the prompts to upload a letter of interest and resume. References will be required if selected for an interview. Position announced 09/24/2026; Closes:10/16/2026.

The Federal Public Defender is an equal-opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.