



**Office of the Federal Public Defender
Western District of Tennessee
Tyrone J. Paylor
Federal Public Defender**

PERSONNEL/FINANCIAL ADMINISTRATOR

POSITION ANNOUNCEMENT #26-06

The Office of the Federal Defender for the Western District of Tennessee is accepting applications for the position of Personnel/Financial Administrator. The Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to zealously represent and provide defense services in federal criminal cases and related matters in the federal courts to those who are financially unable to retain counsel.

Position Details: The Personnel/Financial Administrator provides human resources management services to office staff and assists the Defender and the Administrative Officer in all aspects of personnel and financial management. General duties and responsibilities include, but are not limited to the following:

- Assists in offering information to staff regarding benefits programs, such as health benefits, life insurance and employee assistance programs.
- Supports recruitment activities including preparing job postings, assisting with employee onboarding, and assisting newly hired staff with training and orientation.
- Reviews personnel compensation, benefits and/or training for possible actions affecting budget preparation.
- Assists in maintaining and updating personnel records and benefits, ensuring documentation regarding personnel decisions is complete and accurate.
- Prepares or assists with personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and quality step increases.
- Responds to administrative inquiries from staff and assists with routine operational concerns of the office. Assists in the preparation and transmittal of all administrative, statistical and narrative reports.
- Assisting employees with official travel arrangements and processing all travel reimbursements.

- Processing and disbursing all monthly payments for all invoices.
- Preparing and reviewing vouchers for payment and ensuring accuracy and appropriateness.
- Acting as a liaison for the office with experts and vendors.
- Performs other duties as assigned.

The position requires regular interaction with office employees. The position requires meticulous attention to detail; computer literacy with a working knowledge of MS Word and Excel; excellent filing and organizational skills. The position requires frequent standing, walking and movement of the arms and hands. The position is primarily in an office environment. The position requires the ability to lift and/or move up to 25 pounds.

Qualification Requirements: Candidates must have at least an associate degree from an accredited institution of higher learning, three (3) years of Human Resources and/or Financial specialized experience. Some higher education may be substituted for experience. Experience with the Federal court system is desirable but not required. The 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. The candidate should be accountable, creative, dependable, detail-oriented, discrete, goal oriented, initiative, resourceful, self-motivated, and tactful. The candidate should have verifiable work history that demonstrates these qualities. The successful candidate will have a strong ethical compass and consistently exercises good judgment. The candidate will deal with other employees in a mature and diplomatic manner by relying on the knowledge of and compliance with human resources policies, employment law trends and emerging personnel issues.

Salary & Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the range of \$40,736 (Grade 5 Step 1) to \$116,362 (Grade 12, Step 10) per annum. Compensation and Benefits include Health and Life Insurance, FERS Retirement, Thrift Savings Plan, 12 Federal Holidays, Annual Leave and Sick Leave. Salary is payable only by Electronic Funds Transfer. Employees are considered at-will and are not covered by the Civil Service Reform Act. Hiring is subject to the availability of funds as well as a probationary period.

Conditions of Employment: Employment is provisional pending the successful completion of the required background check. You must be a United States citizen or eligible to work in the United States.

How to Apply: All qualified candidates should submit a letter of interest, your resume, and three (3) references to the Office of the Federal Public Defender, ATTN: Hiring Committee, 200 Jefferson Ave., Suite 200, Memphis, TN 38103 ***no later than Monday, May 11, 2026***. More than one position may be filled from this announcement. ***NO PHONE CALLS PLEASE***.

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.