

**FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF FLORIDA**

POSITION ANNOUNCEMENT

Personnel Administrator - Tallahassee, FL



Tallahassee, FL - Cascades Park

The Federal Public Defender for the Northern District of Florida is seeking a Personnel Administrator. The position will be based in our main office in Tallahassee, Florida.

Tallahassee is Florida's Capital City and home to the Florida State University Seminoles and the Florida A&M University Rattlers. Tallahassee has something for everyone, whether it be bike and nature trails, state parks, museums, college sports, and more. Tallahassee's unique location in the Florida Panhandle allows access to seafood festivals, holiday festivals, as well as caverns and natural springs. Further, Tallahassee offers a quality of life that is not available in larger cities.

The Personnel Administrator assists the Federal Public Defender and Administrative Officer with all aspects of personnel management to include: ensuring adherence to Judiciary and local personnel practices and procedures; 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; monitoring leave program; preparing employment verifications; and, assisting with special projects and all other duties as assigned. Some travel to other branch offices in Gainesville and Pensacola is required.

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. Working knowledge of Microsoft Word, Excel, and databases required. Fluency in Spanish will also be an advantage although not a requirement.



Tallahassee, FL – Lake Ella

Salary will be determined on the Judiciary Salary Plan (range between Grade levels 9-12 and based on qualifications and experience), consistent with federal rules and regulations. Position includes federal benefits, with health and life insurance, retirement, and the Thrift Savings Plan. Employment is conditioned upon a favorable background check. Position is subject to approval of funding.

Qualified applicants should apply by forwarding in PDF format a short letter of interest, a resume, and three references to: [FLN Resumes@fd.org](mailto:FLN_Resumes@fd.org). Please indicate “Personnel Administrator” in the subject. Applications will be reviewed on a continuing basis until the position is filled.

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. Reasonable accommodations are available to applicants with disabilities.

Vacancy Announcement FY26-015