

**POSITION ANNOUNCEMENT 18-1**  
**PERSONNEL ADMINISTRATOR**  
**Office of the Federal Public Defender**  
**Middle District of North Carolina**

The Federal Public Defender is accepting applications for the position of Personnel Administrator in their Greensboro office. The Federal Public Defender, a branch of the United States Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**JOB DESCRIPTION:** The Personnel Administrator provides the full range of human resources management services to office staff and provides advice to the Defender and/or Administrative Officers. General duties include planning and developing personnel policies and procedures, staff recruitment and selection, human resources training and development, compensation and benefits program management, and termination and out-placement program management.

**DUTIES:** The Personnel Administrator performs or supervises the performance of tasks such as the following:

Ensures adherence to federal and local personnel practices and procedures. Acquires knowledge of current requirements and restrictions provided by ODS and the AOUSC, the *Guide to Judiciary Policy*, applicable state and federal statutes, and GSA's rules and regulations.

Reviews, researches, develops and recommends personnel policies for the Defender/Administrative Officer and advises on personnel matters such as recruitment and staff, classification and compensation, benefits, performance management, grievance and adverse action procedures and the Equal Employment Opportunity (EEO) and employee dispute resolution (EDR) plans.

Provides technical expertise and advice to the Defender/Administrative Officer on issues such as employee development and promotion, position standards and classification, standards of conduct, performance standards and appraisals, disciplinary proceedings and out-placement services.

Reviews personnel compensation, benefits and/or training for possible actions affecting budget preparation.

Assists in developing and administering procedures for recruitment and selection of applicants for employment. Assists with determination of basic eligibility and qualifications standards. Screens applications, tests and interviews candidates. Performs employment security processing, including obtaining background checks and fingerprint cards. Develops evaluation plans, as needed

Administers EEO programs and complies with reporting requirements. Assures that hiring and promotion practices comply with equal employment opportunity guidelines.

Initiates and maintains a comprehensive orientation program for all new employees on various administrative, personnel and procedural matters. Assures documentation and justification of decisions made. May administer exit interviews to departing employees.

May assist in preparing position descriptions and performance work plans for all non-attorney staff.

Administers various benefits programs. Provides advice and assistance to employees and managers in various benefits programs such as health benefits, life and disability insurance, leave policies, workers' compensation program and Employee Assistance Program (EAP).

Processes personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and quality step increases. Maintains personnel records such as leave records, personnel training reports, and time and attendance records.

**REQUIREMENTS AND QUALIFICATIONS:** A general understanding of the methods and skills required for accomplishing the tasks outlined above; a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to read, analyze and interpret common technical journals and legal documents; the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; the ability to analyze and apply relevant policies and procedures to office operations; the ability to exercise good judgment in a mature and diplomatic manner; the ability to communicate orally and in writing; a general knowledge of office practices and legal processes; the ability to recognize and analyze problems and recommend practical solutions; and the ability to use a personal computer. A degree in business or public administration, personnel management, legal management or other closely related field is highly desirable.

**SALARY:** Commensurate with experience with a range from JSP 9, Step 1, to JSP 12, Step 1, currently yielding \$50,598 to \$73,375 per annum. Pay is mandatorily disbursed via electronic funds transfer (direct deposit). Full federal benefits apply to this government position.

Excepted service appointees are at will employees and can be terminated with or without cause at any time. The successful candidate will be subject to a background investigation. No phone calls or faxes, please. Submit letter of interest, resume and three references to:

Ruth G. Burns, Administrative Officer  
Federal Public Defender's Office  
301 North Elm Street, Suite 410  
Greensboro, NC 27401

The Office of the Federal Public Defender is an equal opportunity employer. Women and minorities are encouraged to apply. Multiple selections can be made from this announcement. Position open until filled and subject to availability of funds.