



DALLAS DIVISION

FEDERAL DEFENDER

Jason D. Hawkins

FIRST ASSISTANT

John Nicholson

APPELLATE SUPERVISOR

K. Joel Page

SENIOR LITIGATOR

Shery Kime-Goodwin

ASSISTANT DEFENDERS

Erin Brennan
Maria Chin
Jessica Graf
Laura Harper
Catalina Hotung
Stephanie Inman
Marti Morgan
Doug Morris
Adam Nicholson
Juan Rodriguez
Gabriela "Gabi" Vega
Noor Wadi

CHIEF INVESTIGATOR

Roen Serna

INVESTIGATORS

Richard Burton
Melissa Keck
Edwin Lisboa

CHIEF PARALEGAL

Charnese Toro

PARALEGALS

Beth Guemmer
Monaleeza Montalvo
Mary Moore

LEGAL ASSISTANTS

Maribel Diaz
Annette Hill
Cristal Ramos

ADMINISTRATIVE ASSISTANT

Rick Garcia

COMPUTER SYSTEMS ADMINISTRATOR

Brett Welaj

FEDERAL PUBLIC DEFENDER OFFICE NORTHERN DISTRICT OF TEXAS

Vacancy Announcement

Position: Personnel Administrator

Location: Dallas Division

Application Deadline: Open Until Filled

FEDERAL PUBLIC DEFENDER for the Northern District of Texas is accepting applications for the position of a Personnel Administrator. This position will be located in the Dallas office. The Federal Defender organization 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.



Job Description: The Personnel Administrator assists the Administrative Officer and provides a full range of human resources generalist services to support office operations and federal defender staff. General duties and responsibilities include, but are not limited to:

- Perform routine tasks required to administer benefits programs, such as health benefits, life and disability insurance, leaves of absence, workers' compensation program, and retirement. Coordinate and/or process invoices for payment, enrollment changes, claims resolution, and communicate benefits information to employees;
- Review personnel compensation, benefits, training, and payroll for possible actions affecting budget preparation;
- Maintain and update personnel records, benefits files, and leave time and attendance system in compliance with federal government and local state policies. Ensure documentation and justification of decisions made are complete and accurate;
- Assist in recruitment of candidates for employment. Maintain a comprehensive orientation program for all new employees on various administrative, personnel and procedural matters. Initiate occupational health and safety training and maintain personnel training reports;
- Review and keep up-to-date policies and practices to maintain compliance with federal, state, and local employment laws. Research and maintain knowledge on topics, trends, and best practices for employee relations. Knowledge of Texas employment law is preferred;

525 South Griffin Street
Suite 629
Dallas, TX 75202
(214) 767-2746
Fax (214) 767-2886

- Administer Equal Employment Opportunity (EEO) programs and comply with reporting requirements. Assure that hiring and promotion practices comply with EEO guidelines and advance diversity, equity and inclusion in the workplace;
- Administer and act as and the Coordinator for the Fifth Circuit Employment Dispute Resolution Plan; <http://www.ca5.uscourts.gov/docs/default-source/default-document-library/edr-plan.pdf?sfvrsn=2>
- Perform all other duties as assigned.

Requirements and Qualifications: The ideal candidate will have at least three years of experience in human resources and/or benefits management. A Bachelor’s degree from an accredited college or university is preferred. Strong communication, attention to detail, and organization skills are required. Proficiency and computer skills including familiarity with payroll and benefits software is a plus, knowledge in Microsoft Word and Excel spreadsheets, exceptional interpersonal and organizational skills, and excellent written and strong communication skills are required. Candidate must be a highly motivated self-starter, extremely detail and policy oriented, able to effectively multitask, has a demonstrated work history of dependability, able to handle confidential matters with discretion, exercise mature judgment, and exhibit professional conduct at all times. As a Personnel Administrator in the Federal Public Defender office, you are a representative of a well-respected law firm and part of a cohesive management team. You work closely with all staff to fulfill the mission of a very fast paced legal office. Duties will be progressively responsible as the needs of the office change.



Salary and Benefits: The starting salary for the position generally falls within a range of \$59,192 to \$111,594. The position is full-time with federal benefits. *The position is excepted service and does not carry the tenure rights of the competitive Civil Service.* Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to a background check. This position is classified as a high-sensitive position. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check, as well as a credit check. Proof of U.S. citizenship required.

Application Process: To apply, in one PDF document, submit a letter of interest, resume, and at least 3 employment references to:

Jacqueline Bunkley, Administrative Officer

TXN_Employment@fd.org

Subject line reference: “2022-05 Personnel Administrator”

No phone calls please. Applications submitted by fax or mail will not be considered. Only those selected for interview will be contacted. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <https://txn.fd.org/employment> for more details.

The Federal Public Defender is an Equal Opportunity Employer