

# **FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED**

800 S. Gay Street, Suite 2400  
Knoxville, Tennessee 37929-9714

Elizabeth B. Ford  
Federal Community Defender

Telephone 865-637-7979  
Fax 865-637-7999

## **Position Announcement – Personnel Administrator**

### **Who We Are**

We work to keep people out of prison and to stop state executions by adhering to our office's mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients who have been sentenced to death. We practice holistic defense lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee seeks to attract and retain a high performing and diverse workforce to serve our clients. We foster an inclusive work environment that promotes commitment, flexibility, and fairness.

### **The Job**

We need a full-time Personnel Administrator located in the Knoxville Federal Defender Services office.

### **Duties**

The Personnel Administrator provides the full range of human resources management services to the federal defender office staff and provides advice to the Defender and Administrative Officer. The primary job duties including advising on matters such as recruitment and staffing, benefits, employee development, developing a comprehensive orientation program for all new employees, preparation of position descriptions and performance work plans, administration of benefits programs, and onboarding of new employees. The Personnel Administrator will work collaboratively with the leadership team.

### **Requirements**

This position demands strong organizational skills, problem-solving, writing skills, and attention to detail. An undergraduate degree and at least three (3) years of previous experience in human resources are preferred. An affinity for teamwork is essential.

### **Salary and Benefits**

Salary is commensurate with experience and qualifications.

SUBMIT APPLICATION which must include a resume, cover letter, and THREE REFERENCES by **December 10, 2021**, to FDSET, 800 S. Gay Street, Suite 2400, Knoxville, Tennessee 37929 or by emailing your information to [Sandy\\_Waggoner@fd.org](mailto:Sandy_Waggoner@fd.org). NO telephone calls, please. Women and minorities are encouraged to apply.

**FDSET IS AN EQUAL OPPORTUNITY EMPLOYER**