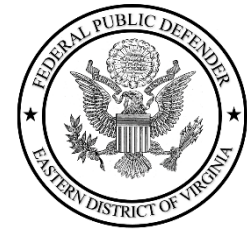


POSITION ANNOUNCEMENT 27-01

Human Resources Manager | Alexandria, VA

Office of the Federal Public Defender

Eastern District of Virginia



The Office of the Federal Public Defender for the Eastern District of Virginia is accepting applications for a Human Resources Manager position in our Alexandria location. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

The Human Resources (HR) Manager provides comprehensive human resources and administrative support for the office, managing day-to-day HR operations including personnel records, leave reconciliation, and timesheet approval. The role oversees the full recruitment and onboarding lifecycle—from drafting position announcements and managing applicant tracking to coordinating interviews, conducting reference checks, and facilitating new employee orientation. Additional HR responsibilities include supporting performance review processes, assisting with separation and retirement matters, and helping management navigate performance improvement plans and related personnel actions. Beyond HR functions, this position manages office property inventory and accountability in compliance with judicial policies, assists with internal control reviews and audits, and helps coordinate office logistics such as construction projects, relocations, and training conferences. This position may require work on holidays, evenings, and weekends, as the nature of assigned cases require.

Requirements: The role requires strong knowledge of judicial rules and regulations, exceptional organizational and recordkeeping skills, and the ability to serve as a liaison between staff, management, and outside HR offices. This is a detail-oriented position suited to someone comfortable managing multiple ongoing administrative processes simultaneously. A successful applicant will have training or experience in human resources and business management; the ability to research, interpret, and apply complex regulations or policy guidelines; attention to detail; familiarity with Microsoft Office applications and Adobe Acrobat; and excellent oral and written communication skills. Candidates with an associate or bachelor's degree in a business-related or HR field, experience in federal court operations, or law office operations preferred. Applicants must be authorized to work in the United States.

The physical demands of the position are those required to successfully perform the duties described above. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions. The HR Manager will spend most of their time in an office environment consistent with our telework policy. The individual must occasionally lift and/or move up to 25 pounds. Travel within the state will be necessary and a valid driver's license is required.

Starting Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from \$70,623 to \$187,093 per annum. The position offers federal employment benefits that include, in part, paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan and participation in the Thrift Savings Plan (401k). Salary is payable only by Electronic Funds Transfer (direct deposit). Telework and flex scheduling consistent with the position's duties are available to all employees.

How to Apply: To be considered for this position, email a **single PDF** containing a completed AO78 Judicial Branch Application, cover letter, and a resume to FPDedva_hiring@fd.org. This position will remain open until filled with preference given to those who apply by October 23, 2026. You must include the job announcement number in the subject line. For required documents or additional information, visit the Employment section of <https://vae.fd.org>. Only those selected for an interview will be contacted; please do not contact the office.

The position is "at-will" employment in the excepted service and does not carry the tenure rights of the competitive civil service. The final candidate will undergo an FBI background check and employment is conditional upon its completion. This position is subject to the availability of funds. All responses will remain confidential. More than one position may be filled from this announcement. Incomplete applications, or those not adhering to the application instructions will not be considered.

The Federal Public Defender is an equal-opportunity employer.