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**POSITION ANNOUNCEMENT # 24-005 (SECOND REPOSTING)
CRIMINAL JUSTICE ACT (CJA) PANEL MANAGING ATTORNEY**

The Office of the Federal Defender for the Eastern District of California (FD-CAE) is accepting applications for the permanent full-time position of Criminal Justice Act (CJA) Panel Managing Attorney in either its Sacramento or Fresno Office as the Duty Station.

The CJA Panel Management Attorney administers and manages the district's CJA panel attorney program. This position reports to the Defender or their designee and works closely with the Courts, the Defender Services Office (DSO), and the members of the CJA panel to improve the quality of representation and to assist in providing efficient management of CJA resources and support for CJA panel lawyers. Duties may include recruiting panel attorneys, providing training and assistance to panel attorneys, assisting panel attorneys and the Court with the efficient processing of vouchers for reimbursement, reviewing vouchers for reasonableness, consulting about case budgets and service providers, serving on the CJA panel selection committee, and other duties as assigned consistent with the mission of the position. The CJA Panel Management Attorney may supervise other staff in carrying out these functions.

The position requires data analysis and management expertise, an ability to learn and apply federal regulations and guidelines, training and mentoring other attorneys, collaborating with different stakeholders, and a commitment to confidentiality. ***This position does not involve court appearances or permit the private practice of law. The position is an in-office position and is not authorized for full-time telework.***

Fresno and Sacramento are the fifth and sixth largest cities in California. Fresno ranked, in 2020, as one of California's most diverse cities. Fresno, California's fifth largest city and located in the heart of the Central Valley, is a vibrant, diverse community offering affordable housing, farmers' markets, a lively arts scene, and a growing Brewery District. Fresno is conveniently located only hours away from Yosemite, Sequoia, and Kings Canyon National Parks; Paso Robles's award-winning wineries; California's beautiful central coast; and major metropolitan areas including San Francisco and Los Angeles.

Sacramento ranked, in February 2024, as California's 4th most diverse city and the 23rd most diverse city in the U.S. As California's sixth largest city and its capitol, Sacramento is defined by offering affordable housing, farmers' markets, and a lively arts and music scene. It is conveniently only hours away from Yosemite and several other National Parks; area and Napa Valley wineries; Olympic Valley, the Sierra Nevada

mountains and its John Muir Trail; and easy driving to Reno or San Francisco's Bay Area.

PRIMARY JOB DUTIES:

CJA Panel Vouchers and Payments

- Working with the FD-CAE CJA Administrators to help Panel attorneys and the Court efficiently process vouchers for payment;
- Reviewing vouchers submitted by attorneys, experts, and other service providers for reasonableness, accuracy, and compliance with District, Circuit, and national guidelines;
- Consulting with judges about significant issues or proposed voucher reductions;
- Reviewing CJA funding requests with input from the Circuit's Case Budgeting Attorney to recommend to judges whether requested hours and rates are consistent with CJA guidelines and reasonable;
- Helping judges with improving efficiencies, e.g., helping Panel attorneys coordinate duplicative motions, streamlining discovery review (e.g., using a shared coordinating discovery attorney), and coordinating investigation and other pretrial needs consistent with privilege, client loyalty, and District guidelines;
- Maintaining knowledge of the CJA payment database program (eVoucher), proposing improvements, and implementing updates; and
- Collecting and analyzing data and reports regarding CJA voucher payments, procedures, and panel management, offering recommendations when appropriate.

CJA Panel Recruitment, Selection, Retention, and Diversity

- Creating and maintaining (along with the Defender, FD-CAE CJA Administrators, and Panel Selection Committees) our CJA Developmental Panel and other recruitment strategies and techniques; and
- Assisting with coordinating and conducting performance reviews for Panel attorneys when they reapply to the panels.

CJA Panel Training, Mentoring, and CLEs

- Working with the FD-CAE CJA training committees to help organize, manage, and contribute to training the District's CJA Panels (may require travel between each court); and
- Working with each division's mentoring program and providing program recommendations to the Defender and panel members.

Other Duties

- Acting as liaison between CJA Panel attorneys, the CJA Panel Representatives, the United States District Court, the Federal Defender, and other Court agencies;
- Assisting, as needed, with making prompt counsel appointments for federal court indigent defendants, witnesses, targets, etc.;

- Acting, along with CJA Administrative staff, as a CJA Panel member resource for finding experts, interpreters, psychiatrists, investigators, etc., including creating and maintaining lists of various court experts;
- Remaining current with developments within the Circuit and across the country, as well as evolving legislation about the CJA Panel, and updating Panel attorneys and judges, as appropriate;
- Advising the Federal Defender on national and local policy changes, creating and updating local policy, and implementing and communicating new policy changes to the Panel;
- Working to fulfill the [Cardone Report](#)'s recommendations and goals; and
- Performing other duties as assigned.

Qualifications and Skills: Qualified candidates must have a demonstrated commitment to and comfort with working with diverse communities and commitment to criminal defense, civil rights, and/or social justice. Our ideal candidate must be able to develop full knowledge of and interpret CJA Guidelines and federal travel regulations, the *Guide to Judiciary Policy*, Circuit and District CJA policies and procedures, and local court rules. Candidates must have a positive work ethic, a reputation for personal and professional integrity, ability to always maintain confidentiality, and an ability to work well with a diverse group of stakeholders. Fluency in Word, Excel or Tableau spreadsheets, and Adobe is a must, as well as excellent verbal and written communication skills. Our ideal candidate will have a demonstrated ability to multi-task, keep orderly information flow, and prioritize tasks.

Requirements: The individual must have graduated from an accredited law school; be licensed by the highest court of a state, federal territory, or the District of Columbia; and be a member in good standing in all courts where admitted to practice.

Must have a minimum of five years' experience in trial-related work and experience handling federal criminal cases. Must be a U.S. citizen or a permanent resident applying for citizenship, authorized to work in the United States and receive compensation as a federal employee. <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

Preferred Qualifications: Fluency in complex databases, billing and timekeeping programs, PACER, and CM/ECF. Federal criminal law and procedure knowledge. We prefer substantial experience billing under the Criminal Justice Act from candidates with CJA Panel experience.

Salary and Benefits

The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide legal representation in federal criminal cases and related matters in the federal courts. This is a full-time permanent position.

Salary: Competitive salary, health coverage, long term disability and life insurance, paid time off, and retirement plan. The pay range is: Fresno \$103,701 to \$187,381/Sacramento \$114,332 to \$191,900 per annum (range represents 5 years to 15 plus years legal experience. Federal government benefits apply, including retirement; health, life, and

long-term insurances; a thrift savings program; and flexible spending accounts. Direct deposit of pay required. Federal Defender employees are considered “at-will” and are not covered by the Civil Service Reform Act.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

Employees are expected to adhere to the [Code of Conduct for Judicial Employees](#) and [Code of Conduct for Federal Public Defender Employees | United States Courts \(uscourts.gov\)](#)

The FD-CAE is governed by the [Ninth Circuit Federal Public Defender Organizations Employment Dispute Resolution Policy](#) (1/18/2022).

Applicants will need to be up-to-date on their COVID vaccinations (per the Centers for Disease Control’s definition of “up to date,” <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>) by their start date, with proof provided.

How to Apply

To apply, please submit as a single PDF your cover letter, résumé, three references, and a completed *Application for Judicial Branch Employment* form (AO78), http://www.cae-fpd.org/AO_78.pdf, to: cae_hr@fd.org.

This agency provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please contact our Personnel Administrator, Lupe Hernandez, at lupe_hernandez@fd.org. The decision on granting reasonable accommodation will be on a case-by-case basis.

Closing date is December 31, 2024. Expected start date at the earliest convenience but no later than February 1, 2025.

The Office of the Federal Defender is an equal opportunity employer. We encourage all qualified applicants – without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law – to apply.