

FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF NORTH CAROLINA

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POSITION ANNOUNCEMENT CRIMINAL JUSTICE ACT COORDINATING ATTORNEY – WESTERN NORTH CAROLINA

The Office of the Federal Public Defender Western District North Carolina (Charlotte), is hiring a Criminal Justice Act (CJA) Coordinating Attorney to serve the Western District of North Carolina Criminal Justice Act Panel. This office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide zealous and professional legal representation to persons unable to afford counsel, who are charged with criminal offenses in the United States District Courts in Western District of North Carolina, and the United States Court of Appeals for the Fourth Circuit.

Job Description: The CJA Coordinating Attorney will be responsible for the systematic distribution of cases to and for the management of the CJA Panel attorneys. The CJA Coordinating Attorney will be responsible for opening and processing all new CJA appointments in the Western District of North Carolina eVoucher program, and will review panel attorney claims for reimbursement and other services for mathematical and technical accuracy, reasonableness under the Criminal Justice Act, and for conformity with the Guidelines for the Administration of the Criminal Justice Act (Vol. VII, Guide to Judiciary Policies and Procedures). The CJA Coordinating Attorney will also be expected to develop and administer a Continuing Legal Education training program for attorneys serving on the District Court Criminal Justice Act Panel. Additionally, the CJA Coordinating Attorney will provide substantive legal analysis, advice, and assistance on all CJA Panel matters. This is a full-time staff attorney position that will not permit court appearances or engagement in the private practice of law. Selection, compensation, and supervision of this position is the sole responsibility of the Federal Public Defender.

Requirements and Qualifications: Applicants must 1) have an established working knowledge and demonstrated aptitude of federal criminal law, 2) have at least five years experience practicing federal criminal defense, 3) have significant experience working under the Criminal Justice Act, 4) have proficient data management and automation skills, and 5) be a self-starter with a reputation for a positive work ethic, personal and professional integrity, and an ability to work well with the court, the Defender Services Office, and members of the CJA Panel. There is a preference for applicants who have substantial experience practicing and billing under the Criminal Justice Act.

Applicants must be 1) a graduate of an accredited law school; 2) licensed by the highest court of a state, federal territory, or the District of Columbia; 3) a member in good standing in all courts where admitted to practice; and 4) a United States citizen, or a person authorized to work in the United States and receive compensation from this agency.

Salary and Benefits: This graded position is full-time with federal benefits and salary commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

How to Apply. Qualified persons may apply by forwarding a letter of interest and résumé to: WDNCapplication@fd.org. No phone calls, please. Interviews will be conducted in person. Cost of travel must be incurred by the applicant. All positions subject to the availability of funds. Open until filled; priority consideration given to applications received by Friday, May 3, 2019.

The Federal Public Defender is an equal opportunity employer.