



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH
SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

CRIMINAL JUSTICE ACT (CJA) SUPERVISING ATTORNEY
07-UTD-17

OPEN DATE: AUGUST 17, 2017

CLOSE DATE: SEPTEMBER 5, 2017

The Office of the Clerk is accepting applications for a Criminal Justice Act (CJA) Supervising Attorney. The CJA Supervising Attorney is responsible for the oversight, management, and administration of the CJA panel of attorneys. The incumbent works to achieve the objectives of high-quality representation by panel attorneys and cost containment/accountability. This is a full-time position that does not permit court appearances or engagement in the private practice of law. The incumbent reports to the Court Unit Executive.

REPRESENTATIVE DUTIES:

- Oversee and manage the CJA Panel; systematically and equitably distribute cases to the CJA Panel; open and process all new CJA appointments in the District of Utah eVoucher program.
- Review vouchers submitted by attorneys, experts, and other service providers for reasonableness, accuracy, compliance with the CJA, and conformity with the Guidelines for the Administration of the Criminal Justice Act (Vol. VII, Guide to Judiciary Policies and Procedures); ensure the expeditious review and payment of vouchers.
- Manage CJA case budgeting in complex matters, including review of pre- and post-authorization cost estimates; review proposed budget modification requests and authorize modifications in appropriate cases; monitor comparative expenditures of various attorneys.
- Review CJA panel attorneys' travel requests, as well as requests for the appointment of experts and other service providers; make recommendations to the court regarding such requests.
- In multiple defendant cases, coordinate with CJA panel attorneys and other defense counsel to eliminate duplication of motions, encourage and facilitate cooperation in discovery, and coordinate investigative and pretrial needs consistent with district guidelines for such cases.
- Consult with CJA panel attorneys, and judges when necessary, to resolve disputes on specific vouchers.
- Provide guidance and assistance to CJA panel attorneys on the proper completion of CJA forms; endeavor to resolve questions and issues with CJA counsel as they arise.
- Provide substantive legal analysis, advice, and assistance to the court on all CJA panel matters.
- Consult with the Chief Magistrate Judge regarding recommended policy changes, prepare agendas and take meeting minutes for the District Court's CJA Criminal Coordinating Committee, and assist with other CJA-related committees as needed.

- Collaborate with the Federal Defender's Office in providing a Continuing Legal Education training program for CJA panel attorneys.
- Evaluate CJA panel management procedures to determine new methods for increasing effectiveness and reducing costs.
- Collect and analyze costs and other data and prepare reports regarding CJA voucher payments and procedures and CJA panel management.
- Remain current on developments within the district, circuit, and nationally, as well as evolving legislation pertaining to the CJA; develop, implement, and communicate policy changes to CJA panel attorneys, including ensuring CJA website is accurate and up-to-date.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate must be a graduate of an accredited law school; licensed by the highest court of a state, federal territory, or the District of Columbia; a member in good standing in all courts where admitted to practice. Candidate must have at least five (5) years of experience practicing criminal law, including recent criminal defense experience in the United States District Court, District of Utah; knowledge of and experience with the processes, policies, and procedures of the Criminal Justice Act; substantial experience practicing and billing under the CJA and substantial prior experience with the federal Case Management/Electronic Case Filing (CM/ECF) system and eVoucher.

The successful candidate must be a detail-oriented self-starter with a reputation for dependability, a positive work ethic, personal and professional integrity, and an ability to work well with others. The candidate must possess consummate professionalism, discretion, tact, initiative, and the ability to consistently demonstrate sound ethics and judgment. The candidate must be able to communicate effectively, both orally and in writing; provide instruction and advice on complex legal matters; and be proficient in data management, automated legal research systems, Microsoft Word, and other types of software. This position requires superb organizational, people, and time-management skills with the ability to juggle many changing priorities and demands at the same time.

SALARY AND BENEFITS:

The salary for this position is a Court Personnel System (CPS) level 30, with starting salary range of \$81,113 – \$110,712 based on qualifications and experience. Pursuant to the Performance Management Plan, step increases may be awarded annually up to the top of the range (\$131,854). The position is a career appointment, and benefits include health, dental, vision, life, paid vacation and sick leave, retirement benefits and tax deferred savings plan. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The CJA Supervising Attorney serves at the pleasure of the court and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or lawful permanent residents who are seeking U.S. citizenship, under 8 U.S.C. § 1324b(a)(3)(B).

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit: (1) a letter of interest; (2) a detailed resume including education and previous employment; (3) an Application for Judicial Branch Employment (AO78); (4) a written response to the application questions listed below, with no more than one page per response to each question; and (5) a list of three professional references. The application form (AO78) is available via the court's website <http://www.utd.uscourts.gov>. Application packages must be received no later than September 5, 2017. Applications will be screened for completeness and qualifications. Only the most qualified applicants will be contacted and selected for a personal interview. Incomplete applications or those not meeting minimum qualifications will not be considered. Interview and relocation expenses will not be reimbursed. Anticipated hire date is October 2, 2017. All applicants scheduled for an interview should advise the Human Resources Office if an accommodation is necessary to interview.

APPLICATION QUESTIONS:

1. How does your past experience and/or education make you a good candidate for this position?
2. What do you consider to be your greatest professional accomplishment? Why?
3. What do you anticipate will be your greatest challenges in this position? If selected, how do you plan on addressing those challenges?

Please email completed application packages in PDF format to UTD_HumanResources@utd.uscourts.gov or deliver to:

**United States District Court
CJA Supervising Attorney Position
351 South West Temple, Room No. 2.118
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER