

THE FEDERAL PUBLIC DEFENDER DISTRICT OF ALASKA

JAMIE L. MCGRADY
FEDERAL PUBLIC DEFENDER

PHONE: (907) 646-3400
FAX: (907) 646-3480

188 W NORTHERN LIGHTS BLVD
SUITE 700
ANCHORAGE, AK 99503

WEBSITE: [HTTP://AK.FD.ORG/](http://AK.FD.ORG/)

#2023-01

CJA Panel Administrator

The Federal Public Defender for the District of Alaska is accepting applications for the full-time, permanent position of CJA Panel Administrator. The official duty station will be Anchorage, Alaska. The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Duties

The CJA Panel Administrator works closely with the CJA Panel, the Federal Public Defender, CJA Resource Counsel, and the CJA Department to administer the Criminal Justice Act for the District of Alaska. The position requires expertise in analyzing and managing data, the ability to learn and apply federal regulations and guidelines, and a commitment to confidentiality. The successful candidate will be a highly organized, team-oriented individual who thrives in a fast-paced environment. Duties include:

- Interpret and apply CJA Guidelines and federal travel regulations, the Guide to Judiciary Policy, Circuit and District CJA policies and procedures, and local court rules.
- Coordinate efficient payment workflows. Verify accuracy of compensation claims and conformity to CJA and judiciary guidelines.
- Maintain district CJA payment database program and implement updates.
- Gather case information, contact attorneys on the CJA Panel to determine availability for appointment, and maintain a record of attorney acceptance and conflicts.
- Draft and process documents necessary to secure court-appointed counsel and enter case data in CJA payment system. Check docket to verify dates of appointment, relief of court-appointed attorneys, and substitution of retained attorneys.
- Maintain records on case assignments, panel attorneys, and other CJA-related matters to ensure efficient appointment of counsel and proper apportionment of cases. Track status of the district's CJA case load.
- Monitor status of cases, analyze CJA data, and prepare reports to assist with program administration and budgets.
- Compile and maintain lists of various court experts, such as interpreters, psychiatrists, investigators, and other experts.
- Maintain applications submitted by prospective panel members and assist in review process.
- Perform other duties as assigned.

Qualifications/Requirements

Required Qualifications:

- a demonstrated commitment to and comfort with working with diverse communities.
- Commitment to criminal defense, civil rights, and/or social justice
- Ability 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.
- A positive work ethic, a reputation for personal and professional integrity, ability to always maintain confidentiality, and an ability to work well with the CJA Panel, the Federal Public Defender, CJA Resource Counsel, and the CJA Department.
- Fluency in word processing, spreadsheet, and basic database programs, including Word, Excel, and Adobe.
- Demonstrated ability to multi-task, maintain orderly flows of information, and prioritize tasks.
- Applicants must have a high school degree or equivalent; however, a bachelor's degree is preferred.

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- Applicants must also have four years of relevant experience, one of which must include financial management, bookkeeping, or accounting, preferably in a legal environment. Relevant bachelor's or advanced degrees may be eligible for substitution for up to two years of experience.

Preferred Qualifications:

- Fluency in complex databases, billing and timekeeping programs, and PACER and CM/ECF.
- Knowledge of federal criminal law.

Requirements:

Applicants must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

Salary and Benefits

The starting salary for the CJA Panel Administrator will be set commensurate with the experience and qualifications of the applicant. Compensation also includes 11 paid federal holidays, 13 paid sick days annually, and 13 paid vacation days annually (to start), health insurance, life insurance, retirement contribution, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). This position is excepted service and does not carry the tenure rights of the competitive Civil Service.

How to Apply

Interested applicants should email a letter of interest that includes a description of relevant knowledge, skills, and abilities; a resume; and three references in .pdf format to the attention of:

Loisi Vailea, Administrative Officer
EMAIL: Loisi_Vailea@fd.org

Applications will be accepted on a rolling basis until the position is filled. Only those selected for an interview will be contacted. Current and future positions may be filled from this vacancy announcement. No telephone inquiries.

***The Federal Public Defender is an equal-opportunity employer.
Women, minorities, and individuals with disabilities are encouraged to apply.***