

**EASTERN DISTRICT OF WASHINGTON**  
U.S. District Court  
Vacancy Announcement 2019-5



Spokane, WA

[www.waed.uscourts.gov](http://www.waed.uscourts.gov)

**Position Details**

Job Grade: CL 30

Salary Range: \$83,834 - \$136,302 DOE

**Closing Date:** Open until filled.

Preference given to applications received before close of business, Friday, November 29, 2019.

**Materials must be submitted as ONE PDF attachment to:**

Attn: Laurie Whitcomb, HR Administrator

[hr@waed.uscourts.gov](mailto:hr@waed.uscourts.gov)

**Applicants must provide:**

1. Letter of interest
2. Current résumé
3. Completed AO-78 (which can be found on the website)

**Criminal Justice Act (CJA) Supervising Attorney**

The Eastern District of Washington is accepting applications for the position of **Criminal Justice Act (CJA) Supervising Attorney**. The CJA Supervising Attorney is responsible for the efficient oversight/management of the CJA Panels and will work closely with the District Court and the Federal Defenders of Eastern Washington to ensure quality representation before the Court. There are three divisions within the Eastern District of Washington: Spokane, Richland and Yakima. The incumbent reports to the Clerk of Court in Spokane. The duty station for the CJA Supervising Attorney is currently set by the Court's preference in Spokane, with significant travel to other locations in the District. This is a full-time staff attorney position that will not permit court appearances or the private practice of law.

The CJA Supervising Attorney will perform the following administrative functions related to the Criminal Justice Act (CJA): budgeting capital and other complex cases; managing the CJA Panel for the District; coordinating and appointing counsel in cases as needed; reviewing CJA vouchers and funding requests; processing CJA vouchers through delegation by judicial officers; updating guidelines for the accurate presentation and prompt payment of vouchers; remaining current with developments in the circuit, district court, and evolving legislation pertaining to the CJA; and providing training to panel attorneys and judges as appropriate.

**Disclosure:** The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the court.

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**Representative Duties:**

- Serve on the district's CJA Panel Committees and assist with other CJA related committees. Oversee and manage the CJA Panels.
- Assist in the prompt appointment of counsel for indigent defendants in federal court, ensuring systematic and equitable distribution of cases to CJA attorneys.
- Review funding requests to obtain resources on cases for reasonableness and consistency with district and circuit CJA policies and guidelines.
- Manage CJA case budgeting in complex matters, including review of pre- and post-authorization cost estimates.
- In multiple defendant cases, coordinate with CJA panel attorneys and other defense counsel to eliminate duplication of efforts, encourage and facilitate cooperation in discovery, expert coordination and retention, and investigative needs.
- Review vouchers submitted by CJA panel attorneys, experts, and other service providers for reasonableness, accuracy, compliance with the Guidelines for the Administration of the CJA (Vol. VII, Guide to Judiciary Policies and Procedures).
- Ensure the expeditious review and payment of vouchers.
- 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.
- Collaborate with the Federal Defender of Eastern Washington in providing a Continuing Legal Education training program for CJA panel attorneys. Ensure maximum participation by CJA Panel attorneys in all of the District's training and CLE programs.
- 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 districts, circuit, and nationally, as well as evolving legislation pertaining to the CJA.
- Ensure the district's CJA website is accurate and up-to-date.
- Develop and implement a plan for recruitment and retention of CJA attorneys.
- Review and evaluate CJA attorneys' performance and competency and make recommendations regarding appointment and reappointment to panels.
- Assist CJA counsel, as needed, to help ensure individual clients are receiving effective, quality representation.
- Manage the CJA Mentee programs.
- Other duties as assigned.

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**Minimum/Required Qualifications:**

Applicants must have the following qualifications: an established working knowledge and demonstrated command of federal criminal law; at least five years of criminal law experience, including at least three years of federal criminal defense experience; criminal trial experience; significant experience working under the Criminal Justice Act; and proficient data management and automation skills. The successful applicant must be a self-starter with a positive work ethic, a reputation for personal and professional integrity, and an ability to work well with the Court, the Federal Defenders of Eastern Washington, the Defender Services Office, and members of the CJA Panel. There is a preference for applicants who have substantial experience billing under the Criminal Justice Act.

Applicants must be a graduate of an accredited law school, licensed by the highest court of a state, federal territory, or the District of Columbia; be a member in good standing in all courts where admitted to practice; and be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee. Selected applicants will be subject to a background investigation. Salary commensurate with experience.

**Benefits:**

**A generous benefits package is available and includes the following:**

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan (TSP)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

**Process/Disclosures:**

Application forms (AO-78) are available on our website in fillable format at <http://www.waed.uscourts.gov>, or at any of our office locations.

Please print or type all information. In addition to completeness, materials will be reviewed for attention to detail, organization, and overall professionalism of presentation. **Incomplete materials will be disqualified from consideration.**

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

This is a high-sensitive position. As a condition of employment, the selected applicant must successfully complete a five-year background and subsequent favorable suitability determination, and every five years thereafter be subject

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to re-investigation. Employee will be hired provisionally pending the results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

THE UNITED STATES COURTS FOR THE EASTERN DISTRICT OF  
WASHINGTON IS AN EQUAL OPPORTUNITY EMPLOYER