

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Date: January 4, 2010
Position Title: Criminal Justice Act (CJA) Attorney
Location: San Francisco, CA
Class Level: CL 31/01 - CL 31/61
Salary: \$105,000 - \$153,000, DOE
Closing Date: Priority cut-off 1/29/2010 or Until Filled

This position is located in the Clerk's Office of the U.S. District Court. The incumbent will perform the following administrative functions related to the Criminal Justice Act ("CJA"): budgeting capital and other significant cases; coordinating counsel in multiple defendant cases; review of CJA vouchers and funding requests; and managing the CJA unit and supervising staff. The incumbent will also update uniform guidelines for the accurate presentation and prompt payment of vouchers.

POSITION OVERVIEW

- ✓ In conjunction with counsel and the assigned judge, the CJA Attorney will assist in the preparation of a budget for each phase of a capital case addressing attorney time, paralegal time, experts and investigation costs.
- ✓ Review requests for modification of the budget in cases where a budget has been set.
- ✓ Review vouchers to ensure time expended is within budget and is reasonable.
- ✓ Assist judges with oversight of expenditures in capital prosecution cases, including review of pre- and post-authorization cost estimates and monitoring expenditures.
- ✓ In non-death penalty cases with multiple attorneys ("mega-cases"), coordinate with defense counsel to eliminate duplication of motions and to require cooperation in discovery, coordination of investigation and pretrial needs consistent with District guidelines for such cases. Monitor comparative expenditures of various attorneys.
- ✓ Review vouchers submitted by attorneys, experts, and other service providers for reasonableness, accuracy and compliance with District guidelines. Consult with judges about significant issues or proposed reductions.
- ✓ Meet with CJA panel attorneys to resolve disputes on specific vouchers.

- ✓ Review all funding orders and make recommendations to judge as to whether requested rates are consistent with CJA guidelines and as to reasonableness of request.
- ✓ Staff, recommend policy changes, prepare agendas and minutes for District Court's CJA Committee, and assist with other CJA related committees as required.
- ✓ Provide guidance and consult with panel attorneys regarding questions and problem issues.
- ✓ Develop, implement and communicate new policy changes to panel attorneys, including ensuring CJA website is accurate and up-to-date.
- ✓ Supervise CJA administrative staff.
- ✓ Review and authorize interim payment orders, routine travel and transcript requests.

QUALIFICATIONS

- Requires JD from accredited college or university.
- Experience in the practice of criminal law and thorough knowledge of criminal law and procedure.
- Skill in managing people and varying situations.
- Skill in verbal and written communications with a wide variety of people in different circumstances, both inside and outside of the court
- Ability to analyze complex legal issues and to write skillfully.
- Experience and knowledge of billing practices and staff management.
- Ability to deal with others persuasively and tactfully.
- Ability to develop creative and practical solutions to problems.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available upon request. All appointments are subject to mandatory direct deposit of federal wages.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview. The court is not authorized to reimburse travel expenses for interviews or relocations. Applicants who are not citizens of the United States of America should call 415-522-4609 to verify eligibility to work for the district court.

This position is subject to a FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Submit your resume to:

United States District Court
Attn: Human Resources (#FY10-05)
450 Golden Gate Ave.
San Francisco, CA 94102
Email: HR@cand.uscourts.gov