Do you want satisfying work with a mission? Join the Federal Public Defender in supporting the best defense that money can’t buy. The Federal Public Defender for the District of Oregon is seeking a full time CJA Panel Administrator to ensure indigent defendants in federal criminal matters receive high quality and efficient representation.

The CJA Panel Administrator will work closely with the Federal Public Defender, CJA Resource Counsel, and the CJA Panel Office to administer the Criminal Justice Act for the District of Oregon. The position requires technical competence in analyzing and managing financial data and the ability to learn and apply federal regulations and guidelines. The CJA Panel Administrator:

- Possesses full knowledge of and interprets CJA Guidelines and federal travel regulations, the Guide to Judiciary Policy, circuit and district CJA policies and procedures, and local court rules.

- Coordinates the efficient flow of vouchers, and confirms compliance with CJA Guidelines on all CJA vouchers prior to submission to the courts. Refers to criminal docket when necessary. Verifies accuracy, performs quality check of vouchers submitted, and returns the vouchers containing errors to counsel with correction instructions. Ensures accuracy and proper accounting processes.

- Reviews submission of expert and travel requests, tracks approved amounts, tags vouchers requesting excess payment, and ensures proper court orders are obtained for compensation of experts.

- Contacts panel members to determine availability for appointment, gathers case information, and maintains a record of attorney acceptance and unavailability. Makes initial inquiries and determinations regarding conflicts and confers on foreseeable problems.

- Processes all documents necessary to secure court-appointed counsel, and enters appropriate appointments in the CJA payment system. Checks court minutes to verify dates of appointment of counsel, relief of court-appointed attorneys, or substitution of retained attorneys.

- Maintains records on case assignments, panel attorneys, and other CJA-related matters to ensure efficient appointment of counsel and proper apportionment of cases. Tracks the status of the district’s CJA criminal case load in the district.

- Monitors status of cases, analyzes CJA data, and prepares reports to assist with program administration and budgets.

- Compiles and maintains lists of various court experts, such as interpreters, psychiatrists, investigators and other experts.

- Performs other duties as assigned.
Applicants must have a positive work ethic, a reputation for personal and professional integrity, ability to maintain confidentiality at all times, and an ability to work well with the CJA Resource Counsel, the CJA Panel Office, the Federal Public Defender, the Court, and members of the CJA panel.

Applicants must have a high school degree or equivalent; however, a bachelor’s degree is preferred. Applicants must also have four years of relevant experience, one of which must include financial management, bookkeeping, or accounting, preferably in a legal environment.

Preferred qualifications include demonstrated ability to create, manage and analyze spreadsheets and financial data, and fluency in various computer programs, including spreadsheets, word processing, billing and timekeeping programs, and PACER and CM/ECF.

By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship.

Starting salary: $44,765 to $79,407, equivalent to GS Grades 7 to 12, commensurate with experience. Grade 13 will be considered for exceptional candidates and/or current federal employees at grade 13 or the equivalent. Compensation also includes federal government employee benefits: paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. This position is “at-will,” excepted service, and does not carry the tenure rights of the competitive Civil Service. Salary is paid biweekly by direct deposit.

Highly motivated candidates should send a letter of interest, resume, and three references in a combined PDF to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator
oregon_personnel@fd.org
Subject: CJA Administrator - Portland

**Deadline extended:** Applications received by January 31, 2020 will be given first consideration. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

**No phone calls please.**

The Federal Public Defender is an Equal Opportunity Employer. We encourage applications from people who bring diverse perspectives.

Hiring is provisional pending the successful completion of a background check and investigation.