

THE FEDERAL PUBLIC DEFENDER DISTRICT OF ALASKA

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2022-01 Administrative Assistant to CJA Resource Counsel

The Federal Public Defender for the District of Alaska is seeking a full-time Administrative Assistant to fill a temporary appointment. The appointment will not exceed one year and one day unless additional funding becomes available for the position. 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 Resource Counsel works closely with the Courts, the Federal Public Defender, and the Defender Services Office to improve the quality of representation and the efficient management of the CJA Panel. In this position, the assistant will work closely with the CJA Resource Counsel primarily in managing panel appointments and processing payment vouchers. Other duties include but are not limited to: contacting CJA counsel to determine availability for appointment in criminal cases; monitoring court dockets to determine changes in representation of CJA clients; assisting in the expeditious assignment of counsel in criminal cases; maintaining updated information regarding the CJA Guidelines, federal travel guidelines, local rules of the court for the District of Alaska; assisting with coordination of travel for panel attorneys and service providers in accordance with federal travel regulations; assisting CJA Panel attorneys and the Court with the efficient processing of vouchers for reimbursement and authorizations for service providers, travel and other case-related expenses; preparing and assisting in the preparation of various CJA forms, and verifying their compliance with requirements; assisting in the maintenance of lists of service providers to assist CJA counsel; disseminating and receiving information involved in panel management; provide backup support to Panel Administrator; and other duties as assigned consistent with the mission of the position.

Qualifications/Requirements

Applicants must bring solid attention to detail, a positive work ethic, a reputation for personal and professional integrity and an ability to work well with the CJA Resource Counsel, the Panel Administrator, the Federal Public Defender, the Court, and members of the CJA panel.

Preferred qualifications of any applicants for this position include experience with federal criminal practice; and substantial experience with various computer programs, including word processing, excel spreadsheets, PACER and CM/ECF, and billing and timekeeping programs. There is a preference for applicants with a juris doctor degree and/or working knowledge of the electronic eVoucher system, either as an administrator or from the perspective of attorney filers. Some experience with financial matters would be welcomed. Some travel may be required, including occasional work in the main office in Anchorage. Applicants must have a high school degree or equivalent and the requisite experience.

Salary and Benefits

The starting salary for the Administrative Assistant will be set commensurate with the experience and qualifications of the applicant. This position is a graded position with a salary range of JSP 9, 11-12 on the GS pay table. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. This position does offer federal employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply

Qualified persons may apply by emailing a letter of interest, resume, and three references in a single PDF document to:

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

Applications will be accepted on a rolling basis until the position is filled. Priority consideration will be given to applications received by September 2, 2022. 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.***