

POSITION ANNOUNCEMENT 21-08
CJA Resource Counsel (Research & Writing Specialist) – Trial Unit
Office of the Federal Public Defender
District of Arizona, Phoenix

THE FEDERAL PUBLIC DEFENDER is accepting applications for a CJA Resource Counsel to be stationed in Phoenix. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the Court. The organization has staffed offices in Phoenix, Tucson, Yuma, and Flagstaff.

Requirements. This attorney position will support the Criminal Justice Act panels for the District of Arizona. The applicant must be: (1) a graduate of an accredited law school; (2) admitted to practice in good standing before the highest court of a state; (3) a member of the Arizona State Bar; and (4) licensed to practice in the U.S. District Court for Arizona and the Ninth Circuit. Applicants must have a minimum of five years' experience in trial work or other related work, and a commitment to criminal defense. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

Duties. The CJA Resource Counsel will assist with appropriate procedures for obtaining expert and investigative services pursuant to the CJA; review vouchers as requested and assist in submission of vouchers to the Court; coordinate continuing education for the CJA Panel attorneys; recruit and train new CJA Panel members; and act as potential defense experts. The CJA Resource Counsel will act as a liaison between CJA Panel attorneys, the United States District Court, the Federal Public Defender and other Court agencies. The position requires travel. The CJA Resource Counsel may not engage in the private practice of law.

Selection Criteria. The successful applicant will have thorough knowledge of the Criminal Justice Act as well as federal criminal law and criminal procedures; familiarity with CJA budgeting, billing practices, and policy guidelines; and the ability to analyze fees and budgets, write clear and concise reports, and make effective oral presentations. The selectee should have a clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal integrity. Applicants must also possess the ability to communicate effectively, persuasively, and tactfully with CJA lawyers, colleagues, staff, and Court and agency personnel as part of their employment. Experience in handling federal criminal cases and prior CJA Panel experience is required.

Salary and Benefits. The starting salary for the CJA Resource Counsel (Research and Writing Specialist) position will be fixed commensurate with experience and qualifications of the applicant within a range of JSP 11, Step 1, to JSP 15, Step 10, and currently yielding \$66,974 to \$172,490. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

How to Apply. Qualified persons may apply by sending via email a letter of interest and resume. References will be required from candidates selected for an interview. Applicable experience should be described in detail. Send completed application to the Personnel Administrator, Federal Public Defender, District of Arizona, at azx_hr@fd.org. Announced January 12, 2021; open until filled.

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