

CJA Case Budgeting Attorney Telework Opportunity



U.S. Courts of the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

Where **INTEGRITY, COLLABORATION, COLLEGIALLY, & exceptional CUSTOMER SERVICE** are our values.

- **Announcement #:** CBA-2024
- **Location:** Telework opportunity within the Fourth Circuit States (MD, NC, SC, VA, and WV).
- **Appointment:** Career/Full time
- **Schedule:** Flexible
- **Open Until Filled:** Preference given to applications received by January 6, 2025.
- **Expected Start Date:** Early May 2025.

BENEFITS

- **Vacation** (13 days; increases to 20 days after three years and 26 days after 15 years), **Sick Leave** (13 days), and **Holidays** (11 days).
- **Health and Life** insurance plans subsidized by the Agency. (Retirees may carry their health insurance plan into retirement while paying the same premiums as employees.)
- **Dental and Vision** plans.
- **Thrift Savings Plan** (like a 401(k) plan).
- **Retirement** (FERS-FRAE).
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Paid Parental Leave.**
- **Mass Transit Subsidy** (location and budget dependent).
- **Public Service Loan Forgiveness** qualifying employer.

PAY RANGE

- **\$114,971 - \$186,885 (CL-31).**

Pay range based on the Rest of the US pay table and could be higher depending on the location of the duty station. Placement within the range is commensurate with U.S. Courts guidelines.

ABOUT THE JOB

The Criminal Justice Act (CJA) Case Budgeting Attorney provides guidance, support, oversight, and assistance in CJA case budgeting and CJA vouchering to courts and CJA panel attorneys in the Fourth Circuit. The incumbent works with circuit, district, and magistrate judges and appointed attorneys, overseeing the preparation of the budget for each phase of capital cases, capital habeas cases, and mega-cases addressing attorney time, paralegal time, experts, investigation, discovery organization, and other costs. This position supervises an administrative attorney and a paralegal.

WHAT WE SEEK

Someone who can work independently yet collaboratively to lead this program on both circuit-wide and national levels.

WHAT WE OFFER

Work/life balance, great benefits, and the opportunity to contribute to the administration of justice in this critically important area.

OVERVIEW OF DUTIES

- Assists judges with oversight of expenditures in capital and high-cost non-capital cases, including review of pre- and post-authorization cost estimates and the monitoring of expenditures.
- Reviews funding orders and makes recommendations to judges for vouchers that exceed statutory maximums.
- Meets with CJA panel attorneys to create appropriate case budgets and resolve voucher issues.
- Formulates and drafts circuit and court policies and guidelines.
- Develops and executes educational and training programs for the courts and CJA panel attorneys on best practices, federal defense work, case budgeting principles, means of cost-containment, and CJA procedures.
- Conducts case management conferences in complex criminal cases and multi-defendant criminal appeals.
- Assists in the development of judiciary-wide applications for the submission and review of case budgets and vouchers.
- Serves on circuit and national committees and works with AO Defender Services on policies to support high quality CJA representations.
- Performs other duties as assigned or necessary.

QUALIFICATIONS

Required Qualifications

- A Juris Doctor degree from an accredited law school **and** membership in good standing to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.
- A minimum of five (5) years of full-time experience consisting of criminal defense and/or capital habeas representation, including extensive experience and knowledge of billing practices and staff management.
- A thorough understanding of the Criminal Justice Act, federal criminal law and procedure, and criminal litigation and habeas corpus strategies and processes.
- Experience in managing electronic discovery.
- A strong commitment to high-quality CJA representation and the right to counsel.
- Ability to analyze fees and budgets, write clear and concise reports, and make effective oral presentations.
- Professional demeanor and the ability to work amicably and professionally with judges, the Bar, attorneys, court executives, and court staff.
- Ability to develop creative and practical solutions to case management and budgeting issues.
- Exceptional ability to self-manage, work independently as well as collaboratively with team members and in cross-department environments, and to work under pressure and with deadlines.
- Strong project management skills.
- Solid working knowledge of Microsoft Office products, including Word, Excel, and Outlook as well as an aptitude for learning new software and programs.
- Occasional travel required.

HOW TO APPLY

Email the following combined in a single PDF document to Human Resources at vacancy@ca4.uscourts.gov.

(1) **Cover Letter** detailing qualifications and experience.

(2) **Resume** that includes the name, title, and the contact information of three professional references.

(3) **Judicial Branch Application: [AO78-Application for Employment](#)**.

Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged.

Candidates selected for an interview must travel at their own expense. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

CONDITIONS OF EMPLOYMENT

Must be a citizen of the United States or meet requirements for compensation under current law. Positions with the U.S. Courts are excepted service appointments, meaning they are at will and can be terminated with or without cause by the Court. Employees are subject to *The Judicial Code of Ethics and Conduct*, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation that includes fingerprinting. Direct deposit of pay is required.

The Court reserves the right to modify the conditions of this job, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.