



## United States Court of Appeals for the Sixth Circuit

### CJA Case Budgeting Attorney Vacancy Announcement No. 2018-18

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#### ABOUT THE COURT

The federal Judiciary seeks talented and motivated individuals to support its mission of ensuring equal justice under law. The federal Judiciary offers work/life balance, competitive benefits, and teams with dedicated professionals. The United States Court of Appeals for the Sixth Circuit is one of twelve regional federal courts. Headquartered in Cincinnati, the Court serves Kentucky, Michigan, Ohio, and Tennessee. For additional information about the federal court system, please visit [www.uscourts.gov](http://www.uscourts.gov) and [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov).

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#### POSITION INFORMATION

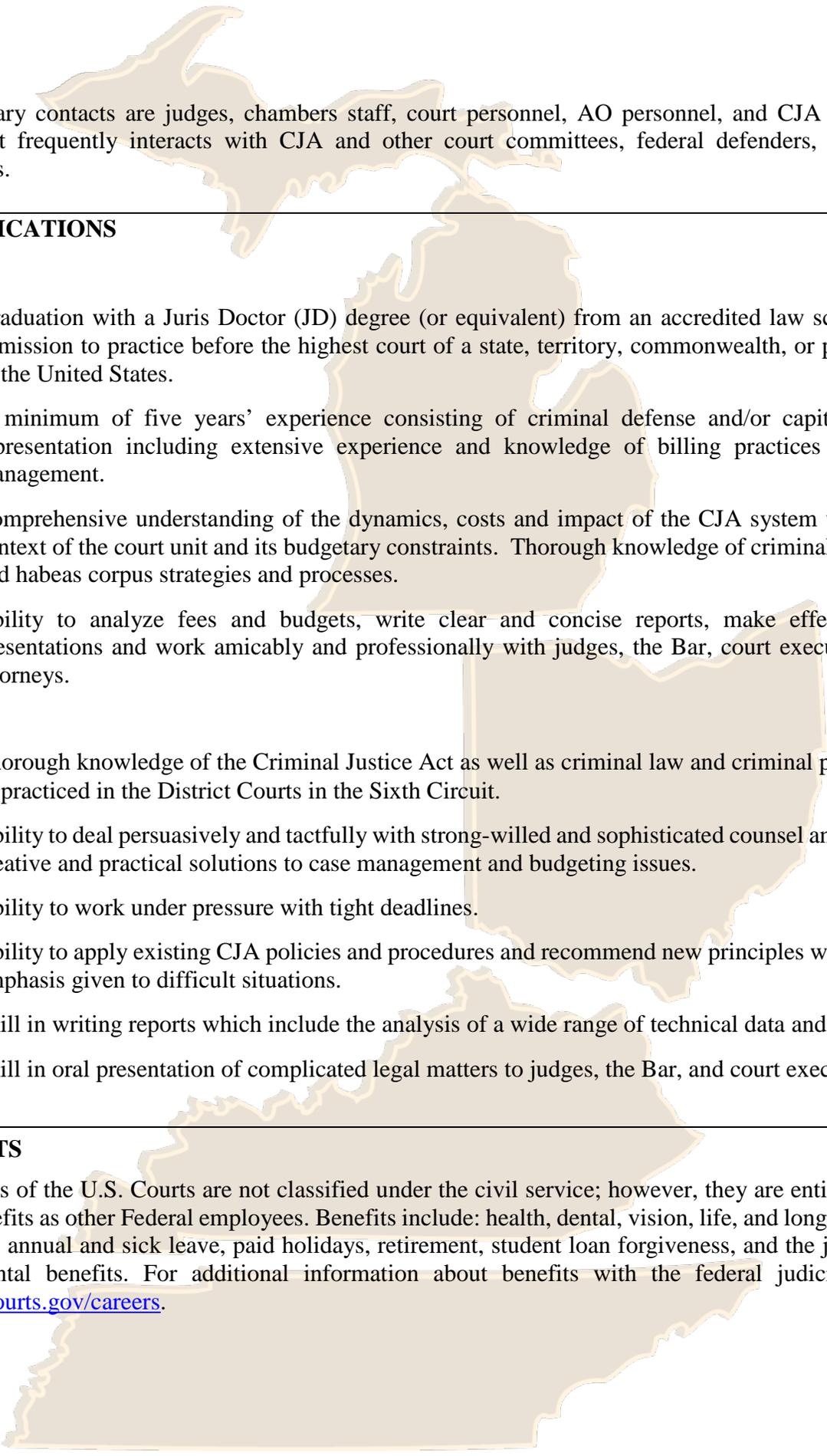
<b>Location</b>	Cincinnati, Ohio	<b>Tour of Duty</b>	Full-Time
<b>Opening Date</b>	November 27, 2018	<b>Salary</b>	CL 31 (\$100,809 – \$163,813) <i>Salary commensurate with qualifications in accordance with U.S. Court Guidelines</i>
<b>Closing Date</b>	To ensure consideration, applications must be received by <b>Jan 28, 2019</b> . The position will remain open until filled.		

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#### POSITION OVERVIEW

The CJA Case Budgeting Attorney is a full-time professional position providing guidance, support, oversight, training, and assistance in Criminal Justice Act (CJA) case budgeting to courts and CJA panel attorneys in the Sixth Circuit. The incumbent works with district and magistrate judges and appointed attorneys to develop, implement, and monitor budgets in death penalty and complex, multi-defendant, federal criminal “mega” cases. The budgets in these cases address attorney and paralegal time, investigation, experts, and other resources. The incumbent continuously monitors and reviews budgeted cases for progress and efficiencies, and will assist judges and attorneys in preparing requests for modification and modified budgets when appropriate. The incumbent also assists, advises, and makes recommendations to judges of the court of appeals in connection with vouchers in excess of statutory maximums.

The incumbent also develops and provides budget and policy information to the court and to the Administrative Office of the United States Courts (AO); assists in developing and executing educational and training programs for the courts and CJA panel attorneys; assists in the development of/or policy guidance and written resources for the development and review of case budgets; assists in the development of judiciary-wide applications for the submission and review of budgets and vouchers; and helps assemble, monitor, and analyze a central database of budget and expenditure information.



The primary contacts are judges, chambers staff, court personnel, AO personnel, and CJA attorneys. Incumbent frequently interacts with CJA and other court committees, federal defenders, and court executives.

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## **QUALIFICATIONS**

Required:

- Graduation with a Juris Doctor (JD) degree (or equivalent) from an accredited law school, and admission to practice before the highest court of a state, territory, commonwealth, or possession of the United States.
- A minimum of five years' experience consisting of criminal defense and/or capital habeas representation including extensive experience and knowledge of billing practices and staff management.
- Comprehensive understanding of the dynamics, costs and impact of the CJA system within the context of the court unit and its budgetary constraints. Thorough knowledge of criminal litigation and habeas corpus strategies and processes.
- Ability to analyze fees and budgets, write clear and concise reports, make effective oral presentations and work amicably and professionally with judges, the Bar, court executives and attorneys.

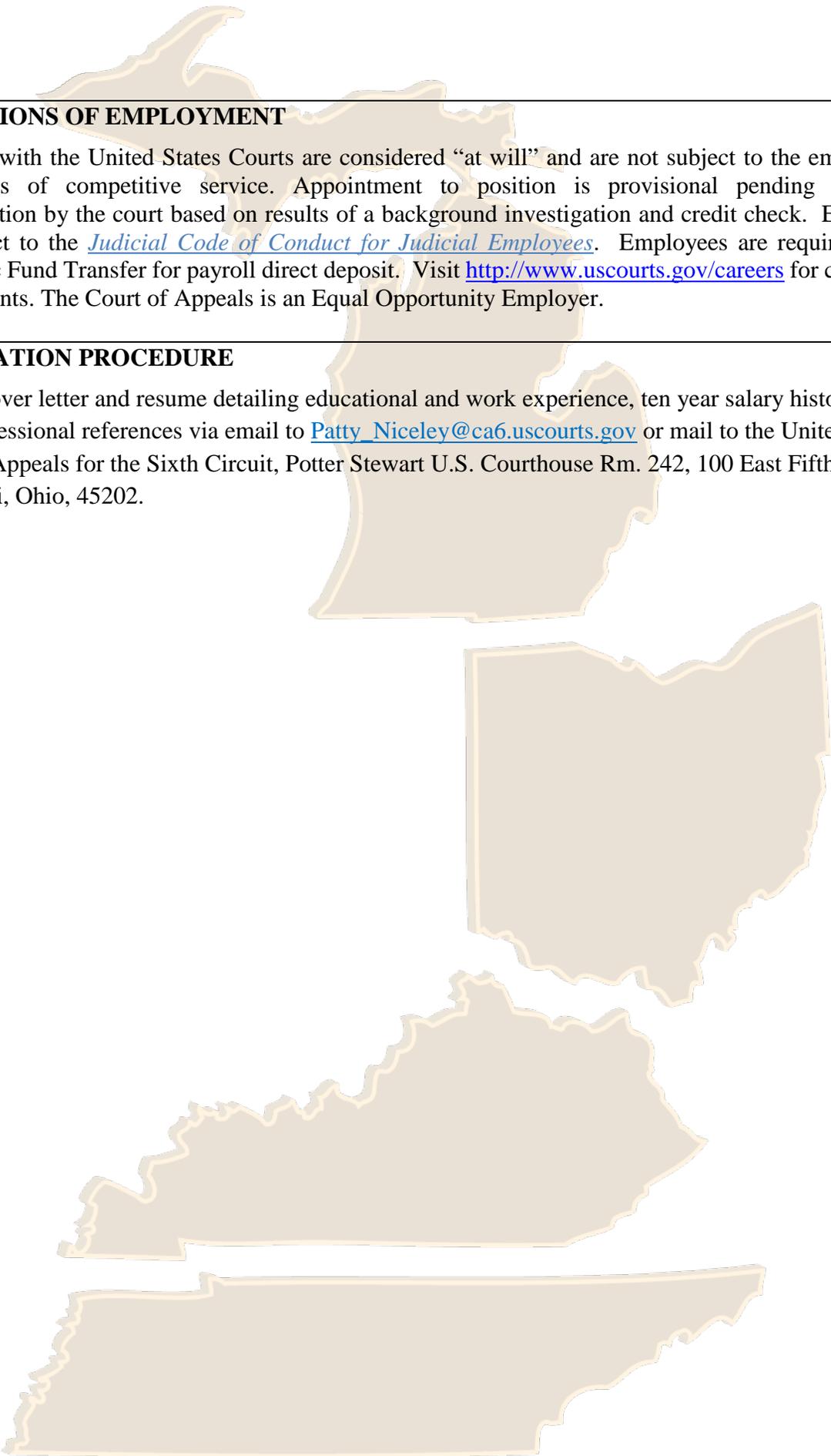
Preferred:

- Thorough knowledge of the Criminal Justice Act as well as criminal law and criminal procedures as practiced in the District Courts in the Sixth Circuit.
- Ability to deal persuasively and tactfully with strong-willed and sophisticated counsel and develop creative and practical solutions to case management and budgeting issues.
- Ability to work under pressure with tight deadlines.
- Ability to apply existing CJA policies and procedures and recommend new principles with special emphasis given to difficult situations.
- Skill in writing reports which include the analysis of a wide range of technical data and statistics.
- Skill in oral presentation of complicated legal matters to judges, the Bar, and court executives.

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## **BENEFITS**

Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other Federal employees. Benefits include: health, dental, vision, life, and long-term care insurance, annual and sick leave, paid holidays, retirement, student loan forgiveness, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers).



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## CONDITIONS OF EMPLOYMENT

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Appointment to position is provisional pending suitability determination by the court based on results of a background investigation and credit check. Employees are subject to the [\*Judicial Code of Conduct for Judicial Employees\*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. Visit <http://www.uscourts.gov/careers> for citizenship requirements. The Court of Appeals is an Equal Opportunity Employer.

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## APPLICATION PROCEDURE

Submit cover letter and resume detailing educational and work experience, ten year salary history, and three professional references via email to [Patty\\_Niceley@ca6.uscourts.gov](mailto:Patty_Niceley@ca6.uscourts.gov) or mail to the United States Court of Appeals for the Sixth Circuit, Potter Stewart U.S. Courthouse Rm. 242, 100 East Fifth Street, Cincinnati, Ohio, 45202.