



OFFICE OF THE FEDERAL DEFENDER
DISTRICT OF MINNESOTA

POSITION ANNOUNCEMENT #25-001 FOR
CJA COORDINATING ATTORNEY

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of Criminal Justice Act Coordinating Attorney. The Federal Defender provides defense services in federal criminal cases and related matters to individuals unable to afford counsel.

The CJA Coordinating Attorney administers and manages the District's CJA panel attorney program. This attorney assists in providing efficient management of CJA resources and provides support for the over one hundred Criminal Justice Act attorneys in the District. The CJA Program is an essential part of providing equal justice to individuals unable to afford counsel in federal cases. The CJA Coordinating Attorney reports to the Defender and works closely with CJA panel attorneys and the District Court.

Duties: Include but are not limited to: daily review and distribution of cases to the CJA Panel, reviewing vouchers submitted by attorneys, experts, and other service providers for accuracy, reasonableness and compliance with CJA Guidelines, providing training and assistance to panel members, acting as a resource to the District's Second Chair (Mentor) Program, consulting about case budgets, collaborating with program stakeholders and performing other assigned duties consistent with the mission of the position.

Whereas familiarity with the practice of criminal law is essential for this position, the coordinating attorney will not be involved in the direct representation of individuals. This attorney will not appear in court or be permitted to engage in the private practice of law.

Requirements. Qualified candidates must have a working knowledge of criminal law and a minimum of five years' experience practicing criminal law. Federal criminal experience is preferred but not required. The successful applicant must have data management and automation skills. Candidates must have graduated from an accredited law school, be licensed by the highest court of a state, federal territory or the District of Columbia; and be a member in good standing in the courts where admitted to practice. Appointment is subject to a satisfactory background check. An applicant must be a U.S. Citizen or meet the other requirements of the Administrative Office of U.S. Courts. The successful candidate will have a commitment to providing quality representation to indigent defendants and have a reputation for integrity.

Salary and Benefits. Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from JSP-13, Step 1, to JSP-15, Step 1, currently \$114,890 to \$159,695 per annum. Compensation will be determined by the Federal Defender. The position does offer federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply. Relevant experience should be described in detail. Interested applicants should email a letter of interest, a resume, and contact information for three references, in a single pdf, to the attention of: Katherian D. Roe, Federal Defender

c/o Sandy Krattley, Administrative Officer via email to: sandy_krattley@fd.org

Subject: CJA Coordinating Attorney position

Open Until Filled

Subject to availability of funds.

The Federal Defender is an equal opportunity employer.