

Vacancy Announcement

FEDERAL PUBLIC DEFENDER OFFICE DISTRICT OF UTAH

Position Title: Criminal Justice Act (CJA) Coordinating Attorney

Location: Salt Lake City, Utah

Job Announcement Number: #2025-01

The Federal Public Defender for the District of Utah is accepting applications for a full-time CJA Coordinating Attorney to oversee the administration and management of the CJA panel attorney program. This attorney serves as a liaison for the CJA Panel, the Court, and the Federal Public Defender.

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 in the federal courts. The office is committed to serving the distinct needs of these individuals.

Job Description/Qualifications. The CJA Coordinating Attorney works closely with the Courts, the Defender Services Office (DSO), and the members of the CJA panel to ensure high quality representation and to assist in efficient management of CJA resources; provides assistance and advice to panel attorneys on CJA processes and procedures. Administers a full range of panel management services including coordination of panel appointments; maintenance of panel lists and appointment records; preparation and review of panel forms and processing of vouchers for reimbursement; verifies data, computations and compliance with CJA guidelines on CJA vouchers prior to submission for approval and ensures expeditious review and payment of vouchers. The CJA Coordinating Attorney develops and administers a Continuing Legal Education training program for CJA panel attorneys. Applicants must possess the ability to work both independently and cooperatively in a team environment, be accurate and attentive to detail, determine and set priorities, organize work and meet critical deadlines. The position requires excellent communication skills both written and oral. This is a full-time position that will not permit court appearances or engagement in the private practice of law.

Requirements. Applicants must be an attorney with criminal defense experience (1) a graduate of an accredited law school; (2) admitted to practice and in good standing with the highest court of a state; and (3) have a minimum of two years' experience practicing criminal defense. Applicants must be U.S. Citizens or eligible to work in and for the United States.

Salary and Benefits. This position has a salary range of Grade 9 to Grade 15 in the Judicial Salary Plan effective January 13, 2025. Salary is dependent upon qualifications and experience and payable only by electronic funds transfer (direct deposit). This is full-time position with a comprehensive benefits package that includes, in part: paid vacation, paid sick leave, paid holidays, life insurance, health insurance, dental and vision insurance, and participation in the Federal Employees' Retirement System.

Conditions of Employment. Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; are considered 'at will' and can be terminated with or without cause.

Application Information. For consideration, submit application package that includes a cover letter, resume, and three professional references. Submit application package in PDF format only by email to:

Federal Public Defender Office
Attn: Paula Thompson, Administrative Assistant
utx_reception@fd.org.

Open Period: July 3, 2025 to July 25, 2025, 5:00 p.m. MST

Position is subject to continued availability of funding. The Federal Public Defender is an equal opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age are encouraged to apply.