



**Office of the Federal Defender
Eastern District of Oklahoma**

Vacancy Announcement #202406
Position: Panel Administrator

Posting Date: May 3, 2024
Type: Full-Time
Duty Station: Muskogee, OK

Closing Date: Open Until Filled

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for a full-time Panel Administrator to join its Criminal Justice Act (CJA) panel administration team to assume and fulfill support and coordination responsibilities as assigned. The Panel Administrator works with the CJA Resource Counsel and Paralegal, CJA panel attorneys, experts, FPD staff, and District Court Judges and staff to ensure qualifying defendants receive superior representation by court-appointed private counsel when necessary.

The Office of the Federal Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts. Our office is committed to serving the distinct needs of the accused with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of our clients regardless of race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, or other status protected by law. Our office has an excellent reputation for providing high quality representation. The collegial and collaborative culture make it a great place to work for equal justice.

DUTIES:

The Panel Administrator is a member of a three-person team along with the CJA Paralegal and CJA Resource Counsel. The Panel Administrator's general duties and responsibilities as a team member will include (but are not limited to):

- Disseminate information to and respond to inquiries from our CJA panel attorneys and experts regarding CJA policies and procedures; provide effective coordination with the Court staff and FPD office staff to complete timely court appointments for qualifying defendants; and respond to inquiries regarding attorney admission to the CJA panel/CJA training panel.
- Communicate routinely with CJA panel attorneys regarding their availability and, upon attorney acceptance of a CJA court appointment, transmit the charging documents, defendant location, and scheduling information to the appointed CJA panel attorney.
- Maintain a current list of CJA panel attorneys and record availability/acceptance data. Consult with CJA Paralegal regarding persistent attorney unavailability. Maintain statistical data on current panel appointments to ensure compliance with District CJA Plan.
- In coordination with the CJA Paralegal, utilize eVoucher payment system to open and maintain new CJA appointments, collect data, and prepare reports. Provide analysis of eVoucher and appointment data and prepare reports in accordance with routine, monthly, and annual requirements.
- Provide eVoucher technical assistance to CJA panel attorneys and staff.
- Facilitate communication between CJA panel attorneys and remote detention facilities as necessary regarding visiting procedures and/or phone or video conference procedures.
- Compile and maintain a current list of experts (i.e.: interpreters, psychiatrists, investigators, paralegals, etc.).
- In coordination with the CJA Paralegal, maintain all paper and electronic records related to the CJA panel, CJA training panel, Continuing Legal Education program administration and attendance, and all records required by AO/DSO for audit purposes.

- Assist with planning, execution, attendance tracking, and attendance reporting of all Continuing Legal Education programs and CJA training panel sessions.
- Provide additional reports as requested and perform other duties as assigned.

QUALIFICATIONS

To qualify for the position of Panel Administrator, a person must be a high school graduate or equivalent. Tertiary education and prior federal, state, or tribal legal experience is preferred, but not required. Because of the nature of the role, attention to detail and the ability to maintain confidentiality are imperative. Proficiency working with the Microsoft Office suite (Word, Excel, Outlook, PowerPoint), and Adobe is also required. Excellent verbal and written communication skills are necessary. The ability to work and consistently contribute within a collaborative team and manage distinct tasks and deadlines is expected.

The individual must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be committed to the mission and work well in a team environment. Must be committed to client confidentiality. Applicants must be U.S. citizens or eligible to work in and for the United States.

BENEFITS INFORMATION

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave; paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Detailed information on benefits can be found at <https://www.uscourts.gov/careers/benefits>

ADDITIONAL INFORMATION

Only those applicants selected for an interview will be contacted. A background investigation will be conducted as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

SALARY AND BENEFITS

This is a full-time position. Federal salary and benefits apply. Starting salary ranges from JSP Grade 7 to JSP Grade 13, commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY

Interested applicants should submit a cover letter, resume highlighting relevant skills and experience, and a list of references (2 professional and 2 personal) to:

**Scott A. Graham, Federal Public Defender at:
OKE_resumes@fd.org**

**** Please specify “CJA Panel Administrator” in the email subject line.**

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

The Federal Public Defender is an Equal Opportunity Employer