

## **Criminal Justice Act (CJA) Panel Resource Counsel Federal Defender Services of Idaho, Boise Headquarters**

Federal Defender Services of Idaho is accepting applications for a part-time (35 hours a week) CJA Panel Resource Counsel position in the Boise Office.

Federal Defender Services of Idaho (“FDSI”) is the Community Defender Organization (see 18 U.S.C. § 3006A(g)(2)(B)) for the District of Idaho. The organization’s main office is in Boise, Idaho with a branch in Pocatello, Idaho, and a Capital Habeas Unit also in Boise. FDSI operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. FDSI is not an agency of the federal government and staff members are not federal employees.

**Job Description:** The CJA Panel Resource Counsel will work closely with the CJA Panel Representative, the 9<sup>th</sup> Circuit CJA Panel Budgeting Attorney, the Federal Defender, and the District Court to improve the quality of representation and the efficient management of the Criminal Justice Act for the District of Idaho. This position will assist in providing efficient management of CJA resources and provide support for CJA Panel lawyers. This is a part time (35 hours per week) position that will not permit court appearances in federal court but may allow outside private practice of law or other employment that does not interfere with the duties of the job with the permission of FDSI Executive Director.

The position requires expertise in analyzing and managing data, the ability to learn and apply federal regulations and guidelines, training and mentoring of other attorneys, collaboration with a wide range of stakeholders, and a commitment to confidentiality. General duties and responsibilities include, but are not limited to:

- Oversee, manage, and contribute to the training of the CJA Panel in Idaho.
- Create and maintain a Recruitment Plan consisting of various recruitment strategies and techniques.
- Assist with coordinating continuing education for the CJA Panel attorneys. Considerable travel throughout the district should be anticipated. Office space will be provided at FDSI in Boise and partial remote work will be allowed.
- Act as a liaison between CJA Panel attorneys, the United States District Court, the Federal Public Defender, and other Court agencies.
- Coordinate and conduct performance reviews of panel attorneys.
- Oversee mentoring program and provide program recommendations to the Defender and other interested stakeholders.
- Assist in the prompt appointment of counsel for indigent defendants in federal court.
- Act as a resource expert for CJA Panel members including compiling and maintain lists of various court experts, such as interpreters, psychiatrists, and investigators.

- Assist CJA Panel attorneys and the Court with the efficient processing of vouchers for reimbursement.
- Verify accuracy of compensation claims and conformity to CJA and judiciary guidelines.
- Maintain knowledge about the district CJA payment database program, propose improvements, and implement updates.
- Review vouchers submitted by attorneys, experts, and other service providers for reasonableness, accuracy, and compliance with District guidelines.
- Consult with judges about significant issues or proposed voucher reduction.
- Review all funding requests and make recommendations to judge whether requested rates are consistent with CJA guidelines and as to reasonableness of request.
- Assist judges with expenditures in case, coordinate with defense counsel to eliminate duplication of motions and to require cooperation in discovery, coordination of investigation and pretrial needs consistent with District guidelines for such cases.
- Collect and analyze costs and other data and prepare reports regarding CJA voucher payments and procedures and CJA panel management.
- Remain current with developments within the circuit and the district court, as well as evolving legislation pertaining to the CJA panel. Update panel attorneys and judges, as appropriate.
- Participate in the District Court's CJA Committee and assist with other CJA related committees as required.
- Advise the Federal Defender on national and local policy changes.
- Assist the Federal Defender in creating and updating local policy.
- Implement and communicate new policy changes to panel.
- Perform other duties as assigned.

**Qualifications and Skills:** Qualified candidates will have a demonstrated commitment to and comfort with working with diverse communities, and commitment to criminal defense, civil rights, and/or social justice. An ideal candidate needs the ability to develop full knowledge of and interpret CJA Guidelines and federal travel regulations, the Guide to Judiciary Policy, Circuit and District CJA policies and procedures, and local court rules. Candidates must have a positive work ethic, a reputation for personal and professional integrity, ability to always maintain confidentiality, and an ability to work well with a diverse group of stakeholders. Fluency in word processing, spreadsheet, and basic database programs, including Word, Excel, and Adobe is a must, as well as excellent verbal and written communication skills. The ideal candidate will have a demonstrated ability to multi-task, maintain orderly flows of information, and prioritize tasks.

**Requirements:** The individual 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 all courts where admitted to practice.

Must have a minimum of five years' experience in trial work or other related work, experience in handling federal criminal cases. Admission to a state bar and the bar of the U.S. District Court for the District of Idaho, is required. Applicants must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee.

**Preferred Qualifications:** Fluency in complex databases, billing and timekeeping programs, and PACER and CM/ECF. Knowledge of federal criminal law. There is a preference for applicants who have substantial experience billing under the Criminal Justice Act, as well as candidates who have prior CJA Panel experience.

The selected candidate will be subject to a background check or investigation and subsequent favorable suitability determination for employment. Employees of the Federal Defender Services of Idaho are considered "at-will" employees and are not covered by the Civil Service Reform Act. This position is not overtime exempt and is both set and capped at a set 35 hours per week. Employment will be provisional and contingent upon the satisfactory completion of a 180-day probationary period. Employees of this program may not engage in other full-time employment without express written consent from the Executive Director.

**To Apply:** Submit an electronic PDF file including a letter of interest, resume, a writing sample and references to: [idx\\_administration@fd.org](mailto:idx_administration@fd.org). Please do not call regarding the status of your application.

**Application deadline:** March 1, 2024.

**Salary:** Competitive salary, health coverage, long term disability and life insurance, paid time off, and retirement plan. The pay range is \$59,996—\$143,736 per annum (Judicial Pay Scale JSP 9 - 15), commensurate with education and experience.

FDSI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.