

# Federal Defender of West Michigan

## Position Announcement Criminal Justice Act (CJA) Panel Coordinating Attorney

The Federal Public Defender for the Western District of Michigan is accepting applications for a Criminal Justice Act (CJA) Panel Coordinating Attorney. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006(A), and provides criminal defense services to people charged with federal crimes who cannot afford to hire a lawyer.

The CJA Coordinating Attorney oversees the administration and management of the district's CJA panel attorney program. This attorney will work closely with the CJA Panel, CJA Panel Administrator, the United States District Court, Defender Services Office (DSO), and the Federal Public Defender to ensure high quality representation and to assist in efficient management of CJA resources and support for CJA panel attorneys. This position reports to the Federal Public Defender and does not permit court appearances or representation of clients.

Duties may include recruiting and mentoring panel attorneys, developing training programs for attorneys and support staff, assigning cases to panel attorneys, assisting panel attorneys and the Court with the efficient processing of vouchers for reimbursement, reviewing vouchers, consulting about case budgets and funding requests for expert and other service providers, providing training and assistance to panel attorneys, assisting in CJA panel selection, and other duties as assigned consistent with the mission of the position. The CJA Coordinating Attorney may supervise other staff in carrying out these functions.

The position requires data analysis and management expertise, an ability to learn and apply federal law and guidelines, training and mentoring other attorneys, collaborating with different stakeholders, and a commitment to confidentiality.

Qualified candidates must have a demonstrated commitment to and comfort with working with diverse communities and commitment to criminal defense, civil rights, and/or social justice. Our ideal candidate must be able 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, Excel, and Adobe is a must, as well as excellent verbal and written communication skills. Our ideal candidate will have a demonstrated ability to multi-task, maintain orderly information flow, and prioritize tasks

Applicants must be graduates of an accredited law school, admitted and in good standing with a state bar or eligible for admission and eligible for admission to the Western District of Michigan. Applicants must have a minimum of five years' experience in trial-related work and experience handling federal criminal cases. The successful applicant will have

excellent interpersonal skills, good judgment, the ability to prioritize and to work both independently and cooperatively. Commitment to indigent and personal integrity are essential.

Salary is dependent upon qualifications and experience. The starting salary range is based upon experience (Judicial Pay Scale JSP 9, \$61,722 – 15, \$192,331). The position includes Federal benefits. Employment is at will. An FBI background check is required. Please send a resume with cover letter, and references to Melissa Rabidoux, at [melissa\\_rabidoux@fd.org](mailto:melissa_rabidoux@fd.org).

**Applications accepted until the position is filled.**

**No telephone inquiries please.**

**The position is subject to available funding.**

**The Federal Public Defender is an Equal Opportunity Employer.**