

**Criminal Justice Act Panel Administrator
Federal Defenders of Eastern Washington and Idaho
Spokane Headquarters**

Federal Defenders of Eastern Washington and Idaho is accepting applications for a full-time Criminal Justice Act (CJA) Panel Administrator in the Spokane or Yakima Office.

Federal Defenders of Eastern Washington and Idaho (FDEWI) is the Community Defender Organization (see 18 U.S.C. § 3006A(g)(2)(B)) for the Eastern Washington and North Idaho. The organization's main office is in Spokane, Washington with a branch in Yakima. FDEWI 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. FDEWI is not an agency of the federal government and staff members are not federal employees.

Responsibilities: The CJA Panel Administrator works closely with the CJA Resource Counsel, the CJA Panel, the Federal Defender, and the Court to administer the Criminal Justice Act for the Eastern District of Washington. The position requires expertise in analyzing and managing data, the ability to learn and apply federal regulations and guidelines, and a commitment to confidentiality. The successful candidate will be a highly organized, team-oriented individual who thrives in a fast-paced environment. Duties include:

- Interpret and apply CJA Guidelines and federal travel regulations, the Guide to Judiciary Policy, Circuit and District CJA policies and procedures, and local court rules.
- Coordinate efficient payment workflows. Verify accuracy of compensation claims and conformity to CJA and judiciary guidelines.
- Maintain district CJA payment database program and implement updates as well as input and maintain vendor accounts.
- Maintain records on case assignments, panel attorneys, and other CJA-related matters. Track status of the district's CJA case load.
- Analyze CJA data and prepare reports to assist with program administration and annual reporting requirements.
- Implement and disseminate new policies and other information to CJA Panel Attorneys.
- Maintain Government Travel Account for CJA Panel Attorneys and expert travel.
- Help prepare annual reports on panel administration.
- Process vouchers for reimbursement, authorizations for service providers, travel, and other case-related expenses.
- Assist CJA Resource Counsel with recruitment efforts, the panel application review process, and training for CJA Panel Attorneys.
- Prepare and ensure compliance of CJA forms.

- Maintain lists of service providers and manage panel-related information.
- Travel to attend meetings, trainings, and conferences.
- 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 the CJA Resource Counsel, the CJA Panel, the Federal Defender, and the Court. 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. The successful candidate will have a strong sense of initiative, demonstrated through skills such as proactive problem-solving, being a self-starter, and taking ownership of projects. The ideal candidate is resourceful, adaptable, and continuously seeks opportunities for improvement while effectively communicating and driving results.

Requirements: Applicants must have a high school diploma or equivalent and four years of relevant experience, including at least one year in financial management, bookkeeping, or accounting, preferably in a legal environment. A bachelor's degree or higher is strongly preferred and may substitute for up to two years of experience.

This position requires strong attention to detail, management skills, and effective communication. Preference is given to candidates with law firm management experience. Applicants must understand confidentiality, including attorney/client privilege, and possess familiarity with legal terminology and court rules. Exceptional interpersonal, organizational skills, and proficiency in Microsoft Word, Excel, and Adobe are essential.

Applicants must be a U.S. citizen or person authorized to work in the United States.

Preferred Qualifications: Preferred qualifications of any Applicants for this position include substantial experience with federal criminal practice or prior CJA Panel assistant experience; and substantial experience with various computer programs, including complex data bases, word processing, spreadsheets, PACER and CM/ECF and billing and timekeeping programs. There is a preference for applicants with a working knowledge of the electronic eVoucher system.

Employees of the Federal Defender of Eastern Washington and Idaho are considered “at-will” employees and are not covered by the Civil Service Reform Act. This position is not overtime exempt. Employment will be provisional and contingent upon the satisfactory completion of a 180-day probationary period.

To Apply: Submit an electronic PDF file including a letter of interest, resume, and references to:

Email: wae_employment@fd.org

Subject Line: CJA Panel Administrator -Spokane/Yakima

Closing Date: Position/s open until filled

With respect to your resume, please include details about location preference.

No telephone calls. Only applicants selected for an interview will be contacted. The interview process will be discussed with selected applicants.

Salary:

This full-time position (40hrs) the starting annual salary range for a CJA Panel Administrator; depends on experience and can range from:

- JSP Grade 7-1 \$50,460 to JSP Grade 13-10 \$138,370. [Yakima-Locality]
- JSP Grade 7-1 \$50,723 to JSP Grade 13-10 \$139,091. [Spokane-Locality]

Salary is paid semi-monthly (mid-month and end-of-month) via direct deposit

You will be eligible for benefits, including the following: 1) health; 2) vision; 3) dental; 4) life insurance/AD&D & long-term disability; 5) flexible savings account; 6) 403(b) Retirement Plan; 7) eleven paid federal holidays; 8) thirteen days of paid annual sick leave; and 9) thirteen days of paid annual vacation (the rate of paid vacation leave increases based on years of service).

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