

**FEDERAL PUBLIC DEFENDER**  
Districts of South Dakota and North Dakota

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*Federal Public Defender*

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**POSITION ANNOUNCEMENT**  
**CJA RESOURCE COUNSEL**

The Federal Public Defender for the Districts of South Dakota and North Dakota seeks an attorney to serve as **CJA Resource Counsel**, supporting the Criminal Justice Act (CJA) panels across both districts. Our office provides high-quality representation to people charged with federal crimes who cannot afford counsel. We operate under the authority of the Criminal Justice Act.

CJA Resource Counsel will play a central role in developing and sustaining a strong and well-supported CJA panel program. The position focuses on mentoring, training, resource development, and facilitating effective communication among CJA panel attorneys, the Federal Public Defender, and the Defender Services Office.

This position does not involve court appearances or the representation of clients.

The role may be remote, provided the successful applicant resides within the daily driving distance of any branch location of the Federal Public Defender's Office for the Districts of South Dakota and North Dakota. The position is a part-time (70%) position.

**Position Description:**

Responsibilities include:

- Planning, organizing, and implementing the Office's varying CJA Panel Attorney responsibilities including orientation for new panel attorneys.
- Being a resource for panel attorneys on eVoucher preparation and the guidelines that apply to their work under the CJA.
- Planning or assisting with planning annual in-person CJA panel training events and periodic virtual trainings.
- Overseeing or coordinating local CLE programming for CJA panel attorneys.
- Working closely with the district panel representatives in each state on communication, training initiatives, resource development, and ongoing panel support.
- Serving, along with the CJA Panel Representative, as a primary point of contact for disseminating CJA-related information from the Administrative Office of the U.S. Courts (AOUSC) and the Defender Services Office.
- Providing information to panel attorneys regarding resources available through the Defender Services Office Training Division (TD), National Litigation Support Team (NLST), and the broader federal defender system.
- Participating in the CJA Panel Committee(s) for each District Court served by the defender organization and assisting with additional CJA-related committees as requested.
- Maintaining a thorough understanding of the CJA Guidelines, relevant chapters of the Guide to Judiciary Policy, federal travel regulations, District Court Rules, and each district's CJA Plan.

- Updating and maintaining all CJA-related content on the defender organization’s website.
- Communicating recent developments in the law and practice related information via e-mail to all CJA Panel members and facilitating communication to and amongst the panel to ensure they receive timely information as it develops.

This position reports to the Federal Public Defender. Attorneys in this office may not engage in the private practice of law.

**Required Qualifications:**

- Graduation from an accredited law school
- Admission in good standing before the highest court of a state, territory, or the District of Columbia
- Eligibility to practice in either the United States District Court for the District of South Dakota or the District of North Dakota by entrance on duty
- United States citizenship or authorization to work in the United States
- Excellent communication, writing, and organizational skills
- Ability to work collaboratively with attorneys, court representatives, and Defender Services Office partners
- Demonstrated commitment to indigent defense and to supporting high-quality representation across the CJA panel system

Federal criminal practice experience, CJA panel service, or prior experience developing or delivering attorney training is helpful but not required.

**Salary and Benefits:** Salary is commensurate with experience. Federal benefits include health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is paid bi-weekly via direct deposit. Final hiring is subject to funding availability and a favorable background investigation.

**Why Our Office:** The Federal Public Defender for the Districts of South Dakota and North Dakota is a collegial, mission-driven office committed to excellence in indigent defense. Our work involves serious and complex federal matters requiring precision, professionalism, and strong collaboration across offices and disciplines. We value integrity, teamwork, and the meaningful contributions of both staff and CJA panel attorneys.

**How to Apply:** Apply by e-mailing a **single PDF** containing a letter of interest, resume, three references, and a recent writing sample to [SDX\\_JOBS@fd.org](mailto:SDX_JOBS@fd.org). Please include “**CJA Resource Counsel Announcement 26-09**” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

The Federal Public Defender for the Districts of South Dakota and North Dakota is an **Equal Opportunity Employer**. Women and minorities encouraged to apply.

**Position Announcement #26-09**