

Office of the
Federal Public Defender
District of Wyoming

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POSITION ANNOUNCEMENT
CJA Coordinating Attorney

The Federal Public Defender (FPD) for the District of Wyoming is seeking an experienced attorney to serve as its Criminal Justice Act (CJA) Coordinating Attorney. This is a unique opportunity to help shape and strengthen the District's CJA Panel by supporting panel attorneys, fostering high-quality representation, and collaborating with the federal judiciary and justice partners throughout Wyoming. The District of Wyoming consists of two co-joined offices, located in Cheyenne and Casper, Wyoming. The successful applicant may be based in either office.

Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, nationality, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other statuses protected by law. Click [here](#) for more information.

The Federal Defender Organization operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel when prosecuted in federal court.

POSITION DETAILS

The CJA Coordinating Attorney 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 FPD, and the Defender Services Office. The position works to ensure that counsel are fully and timely compensated and have the necessary training, education, and resources to provide a high level of representation. The CJA Coordinating Attorney serves as a liaison for the panel attorneys with the Court and the FPD. The CJA Coordinating Attorney may not engage in the private practice of law. General duties and responsibilities include, but are not limited to the following:

Panel Administration:

- Coordinate the administration and operation of the District of Wyoming's CJA Panel.
- Monitor panel assignments and assist in maintaining equitable case distribution.
- Prepare reports, maintain records, and assist with data collection related to panel administration.



- Review panel operations and recommend improvements to promote efficiency and quality representation.

Attorney Support:

- Serve as the primary resource for CJA Panel attorneys.
- Assist with attorney recruitment, application review, orientation, mentoring and retention.
- Develop and coordinate continuing legal education (CLE) programs and panel training opportunities.

Collaboration:

- Collaborate with the United States District Court, Clerk's Office, Probation Office, United States Attorney's Office, and other justice partners on CJA related matters.
- Assist with implementing local CJA policies and maintaining compliance with the Guide to Judiciary Policy.
- Perform other duties as assigned to support the Office's mission.

The ideal candidate is an experienced and collaborative leader who enjoys mentoring attorneys, improving systems, and building strong professional relationships. They are organized, proactive, and committed to ensuring that every CJA panel attorney has the resources and support necessary to provide exceptional representation to clients.

QUALIFICATION REQUIREMENTS

Applicants must be 1) a graduate of an accredited law school; 2) licensed by the highest court of a state, federal territory, or the District of Columbia; 3) a member in good standing in all courts admitted to practice; and 4) a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check, and an IRS tax check. Qualified applicants should also:

- Have significant experience in federal criminal law, preferably representing defendants in federal court.
- Demonstrate knowledge of the CJA, federal criminal procedure, and sentencing practice.
- Demonstrated ability to lead projects, coordinate initiatives, and build collaborative professional relationships.
- Possess excellent written and oral communication skills.
- Demonstrate exceptional organizational, analytical, and problem-solving abilities.
- Be able to work independently while maintaining effective collaborative relationships with judges, court staff, panel attorneys, and justice system partners.
- Maintain the highest standards of professionalism, integrity, and confidentiality.

Experience administering attorney panels, developing training programs, or working with federal courts is preferred.

SALARY AND BENEFITS

The starting salary for a CJA Coordinating Attorney falls within a range of **\$61,722 (Grade 9 Step 1) to \$147,945 (Grade 15, Step 1) per annum**. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

This position is eligible for up to 24 hours of telework per week, subject to operational needs.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. Hiring is subject to availability of funds.

HOW TO APPLY

Qualified applicants should apply by submitting a letter of interest, a resume including three professional references, and a writing sample that is your own work *as a single PDF file* to WYX_Employment@fd.org with the subject "CJA Coordinating Attorney 06-2026".

Due to the high volume of applications anticipated, only candidates selected for an interview will be contacted. All responses will remain confidential.

This position will remain open until filled with preference given to applications received by September 28, 2026.

The Federal Public Defender is an Equal-Opportunity Employer.