

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT TO CJA RESOURCE COUNSEL
2018-11**

The Federal Public Defender for the District of New Mexico is seeking a full-time administrative assistant to the CJA Resource Counsel for the District of New Mexico.

The CJA Resource Counsel works closely with the Courts, the Federal Public Defender and the Defender Services Office to improve the quality of representation and the efficient management of the CJA Panel. The assistant will work closely with the CJA Resource Counsel in designing and presenting training and assistance to CJA Panel attorneys; assisting CJA Panel attorneys and the Court with the efficient processing of vouchers for reimbursement and authorizations for service providers, travel and other case-related expenses; preparing and assisting in the preparation of various CJA forms, and verifying their compliance with requirements; contacting CJA counsel to determine availability for appointment in criminal cases; monitoring court dockets to determine changes in representation of CJA clients; assisting in the maintenance of lists of service providers to assist CJA counsel; disseminating and receiving information involved in panel management; assisting in the expeditious assignment of counsel in criminal cases; maintaining updated information regarding the CJA Guidelines, federal travel guidelines, local rules of the court for the District of New Mexico; assisting with coordination of travel for panel attorneys and service providers in accordance with federal travel regulations; and other duties as assigned consistent with the mission of the position.

Applicants must have a positive work ethic, a reputation for personal and professional integrity and an ability to work well with the CJA Resource Counsel, the Federal Public Defender, the Court and members of the CJA panel.

Preferred qualifications of any Applicants for this position include substantial experience with federal criminal practice; and substantial experience with various computer programs, including 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, either as an administrator or from the perspective of attorney filers.

Applicants must have a high school degree or equivalent and the requisite experience. Selected applicants will be subject to a background investigation. Salary commensurate with experience. This position is a graded position with a salary range of JSP 9, 11-12 on the pay table. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. The Federal Public Defender is an equal opportunity employer. Direct deposit of pay is mandatory.

In one PDF document, please submit a statement of interest and detailed resume of experience with three references to:

Melissa Read, Administrative Officer
FDNM-HR@fd.org
Reference **2018-11** in the subject line.

Applications must be received by **August 10, 2018**. The position will remain opened until filled and is subject to the availability of funding. No phone calls please. Only those selected for an interview will be contacted.