

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF ALASKA**

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Federal Public Defender  
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**POSITION ANNOUNCEMENT  
CJA RESOURCE COUNSEL**

**Position:** CJA Resource Counsel  
**Classification Level:** AD26 - 27  
**Salary Range:** \$89,088 - \$144,846  
**Location:** Anchorage, Alaska  
**Opening Date:** September 3, 2018  
**Closing Date:** Until filled  
**Vacancy Number:** 2018- CJA Counsel

**POSITION OVERVIEW**

The Federal Public Defender for the District of Alaska is seeking a full-time attorney to serve as the Criminal Justice Act (CJA) Resource Counsel for the District of Alaska. The CJA Resource Counsel will work 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. This is a full-time FPD staff attorney position that will not permit court appearances or the private practice of law.

**REPRESENTATIVE DUTIES**

- Assist in the prompt appointment of counsel for indigent defendants in federal court.
- Review vouchers submitted by attorneys, experts, and other service providers for reasonableness, accuracy and compliance with District guidelines.
- Consult with judges about significant issues or proposed voucher reductions.
- Review all funding requests and make recommendations to judge as to whether requested rates are consistent with CJA guidelines and as to reasonableness of request.
- Review and authorize interim payment orders, routine travel and transcript requests.
- Assist judges with expenditures in case, coordinate with defense counsel to eliminate duplication of motions and to require cooperation in discovery, coordination of investigation and pretrial needs consistent with District guidelines for such cases.
- Collect and analyze costs and other data and prepare reports regarding CJA voucher payments and procedures and CJA panel management.
- Provide training and assistance to CJA Panel attorneys and guidance on CJA issues.
- Remain current with developments within the circuit and the district court, as well as evolving legislation pertaining to the CJA. Update panel attorneys and judges, as appropriate.
- Supervise CJA administrative staff.
- Participate in the District Court's CJA Committee, and assist with other CJA related committees as required.
- Develop, implement and communicate new policy changes to panel attorneys, including ensuring the CJA portion of the district court website is accurate and up-to-date.

## **MINIMUM QUALIFICATIONS**

Applicants must have the following qualifications: an established working knowledge and demonstrated command of federal criminal law; at least five years' experience practicing federal criminal law; significant experience working under the Criminal Justice Act; proficient data management and automation skills. The successful applicant must be a self-starter with a positive work ethic, a reputation for personal and professional integrity, and an ability to work well with the Court, the Federal Public Defender, the Defender Services Office and members of the CJA Panel. There is a preference for applicants who have substantial experience billing under the Criminal Justice Act.

Applicants must be a graduate of an accredited law school, licensed by the highest court of a state, federal territory, or the District of Columbia; be a member in good standing in all courts where admitted to practice; and be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee. Selected applicants will be subject to a background investigation. Salary commensurate with experience. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. Direct deposit of pay is mandatory.

## **BENEFITS**

Federal Public Defender employees are entitled to federal benefits such as: a defined benefit pension plan; a retirement savings plan including generous matching contributions; paid vacation and sick leave; eleven paid holidays per year; and choosing from an array of insurance plans including health, life, dental, vision, long term disability, and long term care.

## **HOW TO APPLY**

In PDF format, please submit a statement of interest and a detailed resume of experience with three references to Sally J. Hinkley, Administrative Officer, Federal Public Defenders at [Sally\\_hinkley@fd.org](mailto:Sally_hinkley@fd.org)

Please reference 2018- CJA Counsel in the email subject line. Applications must be received by September 28, 2018. The position will remain open until filled and is subject to the availability of funding. No phone calls please. Only those selected for an interview will be contacted. Expenses associated with interviews or relocation will not be reimbursed.

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