FEDERAL PUBLIC DEFENDER
DISTRICT OF OREGON

An equal opportunity employer focused on justice, equity, and inclusion

CJA PANEL ADMINISTRATOR — PORTLAND, OR

Do you want satisfying work with a mission? Join the Federal Public Defender in supporting the best defense that money can’t buy. The Federal Public Defender for the District of Oregon is seeking a full time CJA Panel Administrator to ensure indigent defendants in federal criminal matters receive high quality and efficient representation.

The CJA Panel Administrator works closely with the CJA Panel, the Federal Public Defender, CJA Resource Counsel, and the CJA Panel Office to administer the Criminal Justice Act for the District of Oregon. 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:

- 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.
- Gather case information, contact attorneys on the CJA Panel to determine availability for appointment, and maintain a record of attorney acceptance and conflicts.
- Draft and process documents necessary to secure court-appointed counsel, and enter case data in CJA payment system. Check docket to verify dates of appointment, relief of court-appointed attorneys, and substitution of retained attorneys.
- Maintain records on case assignments, panel attorneys, and other CJA-related matters to ensure efficient appointment of counsel and proper apportionment of cases. Track status of the district’s CJA case load.
- Monitor status of cases, analyze CJA data, and prepare reports to assist with program administration and budgets.
- Compile and maintain lists of various court experts, such as interpreters, psychiatrists, investigators, and other experts.
- Maintain applications submitted by prospective panel members and assist in review process.
- Perform other duties as assigned.

Required Qualifications:

- A demonstrated commitment to and comfort with working with diverse communities.
- Commitment to criminal defense, civil rights, and/or social justice.
- 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.
• A positive work ethic, a reputation for personal and professional integrity, ability to maintain confidentiality at all times, and an ability to work well with the CJA Panel, the Federal Public Defender, CJA Resource Counsel, and the CJA Panel Office.

• Fluency in word processing, spreadsheet, and basic database programs, including Word, Excel, and Adobe.

• Demonstrated ability to multi-task, maintain orderly flows of information, and prioritize tasks.

• Applicants must have a high school degree or equivalent; however, a bachelor’s degree is preferred.

• Applicants must also have four years of relevant experience, one of which must include financial management, bookkeeping, or accounting, preferably in a legal environment. Relevant bachelor’s or advanced degrees may be eligible for substitution for up to two years of experience.

Preferred Qualifications:

• Fluency in complex databases, billing and timekeeping programs, and PACER and CM/ECF.

• Knowledge of federal criminal law.

This is a full-time position with federal judiciary salary and benefits based on qualifications and experience. The starting salary range is $46,618 to $82,694 (JSP Grades 7-12) based on experience. Current federal employees are subject to Grade and Step matching rules per Judiciary policy.

Compensation also includes 11 paid federal holidays, 13 paid sick days annually, and 13 paid vacation days annually (to start), health insurance, life insurance, retirement contribution, and the Thrift Savings Plan. The position is “at-will” and dependent on ongoing budgetary support.

How to Apply
Interested applicants should email a letter of interest that includes a description of relevant knowledge, skills, and abilities; a resume; and three references in .pdf format to the attention of:

    Travis Southworth-Neumeyer, Personnel Administrator
    oregon_personnel@fd.org
    Subject: CJA Administrator — Portland

Applications are being reviewed for immediate consideration as they are received. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

   We encourage applications from individuals with diverse perspectives, especially people historically underrepresented in the practice of law.

The Federal Public Defender’s Office is committed to improving diversity in the legal profession. The nature of our work leads us to recruit colleagues who demonstrate experience with, knowledge of, and sensitivity to the needs of culturally diverse and systemically oppressed populations.

The Federal Public Defender is an Equal Opportunity Employer.

No phone calls please.

For more information about our office, see our FAQ at http://or.fd.org/content/employment