



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

POSITION: Criminal Justice Act (CJA) Coordinating Attorney
DUTY STATION: Baltimore or Greenbelt, Maryland
travel is required to the other division as necessary

ADVERTISED DATE: August 28, 2024
CLOSING DATE: Open Until Filled with
first preference given to applications
received by September 20, 2024

SALARY: CL 29 (\$94,359 - \$153,366)
CL 30 (\$111,507 - \$181,228)

Salary offers are based on experience and an allowable promotion over current salary of the applicant. The salary ranges displayed reflect the career potential.

This is a career ladder position, and a grade increase is possible without further competition per the requirements within the court's career ladder plan.

The District of Maryland is seeking qualified applicants for the full-time position of Criminal Justice Act (CJA) Coordinating Attorney. This position is responsible for the day-to-day oversight and administration of the CJA panel of attorneys. The incumbent works to achieve the objective of high-quality representation by panel attorneys and cost containment/accountability. The position reports to the Clerk of Court. This is a full-time position that will not permit court appearances or the private practice of law.

Duties include, but are not limited, to the following:

- Assist in the prompt appointment of counsel for indigent defendants in federal court, ensuring systematic and equitable distribution of cases to CJA attorneys.
- Provide assistance and advice to panel attorneys on CJA processes and procedures, including consultation on the hiring of experts.
- Develop uniform guidelines and policies for the accurate and prompt payment of CJA vouchers.
- Coordinate CJA case budgeting in complex matters, as required by the court, and in particular coordinate with CJA panel attorneys and other defense counsel in multi-defendant cases to eliminate duplication of efforts, encourage and facilitate cooperation in discovery, expert coordination and retention, and investigative needs.
- Collect and analyze costs and other data and prepare reports regarding CJA voucher payments and procedures and CJA panel management.
- Expeditiously review vouchers submitted by CJA panel attorneys, experts, and other service providers for reasonableness, accuracy, compliance with the Guidelines for the Administration of the CJA (Vol. VII, Guide to Judiciary Policies and Procedures)
- Consult with CJA panel attorneys and judges, when necessary, to resolve disputes on specific vouchers.
- Collaborate with the Office of the Federal Defender to provide Continuing Legal Education training for CJA panel attorneys.
- Maintain applications submitted by prospective CJA panel members and respond to inquiries concerning membership.
- Staff the court's CJA Committee, preparing agendas and taking minutes.
- 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.
- Assist with the appointment of pro bono counsel in civil cases and facilitate approved reimbursements of expenses.
- Assist the Clerk's Office with the development of legal and administrative procedures, policies, and forms; conduct legal research and provide procedural and substantive advice on legal policy matters applicable to court activities or assigned projects.

Qualifications and Requirements:

- A J.D. degree and admission to practice before a Bar is required.
- Three years of specialized experience is required. Specialized experience is defined as progressively responsible experience in the practice of criminal law, legal research, legal administration, or equivalent experience.
- Knowledge of and experience with the processes, policies, and procedures of the Criminal Justice Act.
- Ability to understand and accurately carry out detailed, complex, and evolving instructions while managing tight deadlines and conflicting priorities.
- Ability to communicate effectively, both orally and in writing, to provide instruction and advice on complex matters.
- Skill in the use of automated legal research systems, Microsoft Word, and various other types of software. Prior experience with the federal Case Management/Electronic Case Filing (CM/ECF) system preferred.

Federal Benefits:

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available on the grounds of the Greenbelt courthouse and across the street from the Baltimore courthouse.
- Additional information about the federal judiciary’s benefits can be found at www.uscourts.gov/careers/benefits

How to Apply:

Submit a cover letter stating the reasons for your interest in the position, a resume, and a completed [AO-78](#) Application for Federal Employment **as a single PDF document** to: jobs@mdd.uscourts.gov
 Include the job title for which you are applying in the subject header of the email.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on September 20, 2024.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division or in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.

- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are “at will” employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.