

# Vacancy Announcement

## FEDERAL PUBLIC DEFENDER OFFICE DISTRICT OF UTAH

**Position Title: CJA Panel Administrator**

**Job Announcement Number: #2024-07**

**Location: Salt Lake City, Utah**

The Federal Public Defender for the District of Utah is accepting applications for a full-time administrator to join its Criminal Justice Act (CJA) panel program and assist the office on administrative and procurement tasks as needed.

The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide defense services in federal criminal cases and related matters in the federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another regardless of race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law.

**Job Description/Duties.** This position is for an experienced administrator. Because of the nature of the role, attention to detail, and the ability to maintain confidentiality are imperative. This is a unique opportunity for an individual with a commitment to criminal justice who is energetic and motivated, and has a variety of experiences, and a willingness to learn new things about the federal criminal justice system.

General duties and responsibilities include, but are not limited to:

- Work with the CJA Resource Attorney to ensure CJA attorneys are timely appointed to clients and set up to bill through the eVoucher system, provide high-quality continuing education (CLE) trainings for AFD and CJA attorneys, and provide meaningful help as part of the Utah CJA Team.
- Use Microsoft Teams and CM/ECF to gather case information, contacting CJA Attorneys to determine availability for appointment, and maintaining records of attorney acceptance and conflicts;
- Work in the national eVoucher payment system to set up CJA appointments, to pull data and prepare reports from eVoucher information, and to ensure the timely payment of CJA counsel;
- Work with the Court Clerk's staff to track the criminal caseload, and ensure accurate communication, and the receipt of all notices of appointments;
- Support the CJA Training Committee and the Utah State Bar to organize, accredit, and present high quality CLE Trainings throughout the year;
- Assist in interpreting and applying CJA Guidelines, information from the Guide to Judiciary Policy, Circuit and District CJA policies and procedures, and local court rules;
- Analyze CJA data and prepare reports to assist with program administration and annual reporting requirements;
- Assist CJA Resource Counsel with recruitment efforts and the panel application review process;
- Work with CJA attorneys and remote detention facilities to establish video and other attorney/client visitations;
- Assist with managing the content on the office internet website;
- Receive, screen, and route roll-over switchboard call and provide backup front desk support as needed;
- Other duties as assigned.

**Qualifications.** The successful candidate will have a demonstrated commitment to criminal justice, civil rights, and/or social justice, will be confident with technology, and will be comfortable working in various capacities. This person will have a positive work ethic, personal integrity, the ability to maintain confidentiality, and an ability to work well with a diverse team.

### **Preferred Qualifications**

- Bilingual (English/Spanish) fluency is a plus.
- Knowledge of federal courts and procedures.
- Experience with PACER, eVoucher, or legal billing software.
- Experience creating presentations from numerical data.

### **Requirements:**

- High school graduate or equivalent. Preference given to applicants with a bachelor's degree from an accredited college or university;
- Minimum of one year specialized experience and at least three years of general experience in business or public administration, office management, or a related field;
- A working knowledge of legal terminology and court procedures;
- Multitasking and time management skills, with the ability to prioritize tasks;
- Computer proficiency, including a working knowledge of Adobe, Office, and Google Workspace;
- Excellent verbal and written communication skills.
- The ability to work within a team and manage distinct tasks and deadlines;
- Applicants must be U.S. citizens or eligible to work in and for the United States;

**Salary and Benefits.** This position has a salary range of Grade 7 to Grade 13 in the Judicial Salary Plan effective January 1, 2024. Actual salary is dependent upon qualifications and experience. Salary is payable only by electronic funds transfer (direct deposit). This is a full-time position with a comprehensive benefits package that includes, in part: paid vacation, paid sick leave, paid holidays, life insurance, health insurance, dental and vision insurance, and participation in the Federal Employees' Retirement System.

**Conditions of Employment.** Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; are considered 'at will' and can be terminated with or without cause.

**Application Information.** For consideration, submit an application package that includes: a letter of interest, resume, and three professional references. Submit application package in PDF format only by email to:

Federal Public Defender Office  
Attn: Paula Thompson, Administrative Assistant  
utx\_reception@fd.org

**Open Period:** March 22, 2024, to April 12, 2024, at 5:00 p.m. MST.

*Position is subject to continued availability of funding. The Federal Public Defender is an equal opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identify, sexual orientation, religion, disability, or age, are encouraged to to apply.*