



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Criminal Justice Act Attorney
BASE SALARY: \$84,163 (CL 30)
Starting salary may be up to \$105,211 based on experience and qualifications above minimum requirements.

OPENING DATE: March 11, 2013
CLOSING DATE: March 25, 2013*
DUTY STATION: Baltimore, Maryland
(with intermittent travel to other court locations as necessary)

The Federal Court is seeking qualified applicants for the full-time position of Criminal Justice Act (CJA) Attorney. This is a professional position which seeks to achieve the objective of high quality representation by panel attorneys and cost containment and accountability.

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

- Assure quality of representation and improve financial efficiency by identifying better means of administering the CJA panel and organizing the panel attorney appointment process.
- 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.
- Evaluate CJA panel management procedures to determine new methods for increasing effectiveness and reducing costs.
- Collect and analyze costs and other data and prepare reports regarding CJA voucher payments and procedures and CJA panel management.
- Manage the flow of vouchers through the Clerk's Office and to the Chief Judge, when review is required.
- Verify data, computations, and compliance with CJA guidelines on all CJA vouchers prior to submission for approval and ensure expeditious review and payment of vouchers.
- Provide assistance and advice to panel attorneys and others on the proper completion of CJA forms.
- 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.

Qualifications and Requirements:

- A J.D. degree, admission to practice before a Bar, and four years of specialized experience are required. Specialized experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience gained after graduation from law school.
- 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.
- Consummate professionalism, discretion and integrity required. Should possess tact, initiative, and the ability consistently to demonstrate sound ethics and judgment.
- 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.

How to apply: Submit resume and three references, with cover letter and salary requirements by email only to: jobs@mdd.uscourts.gov

***To ensure consideration, resumes must be received at the above email address on or before March 25, 2013.**

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.

Applicants must be U. S. citizens or eligible to work in the United States.

Successful candidate for this position is subject to a full fingerprint and background records check, a twelve-month probationary period, and mandatory electronic direct deposit of salary payment.

The United States District Court is an Equal Opportunity Employer and all applications will be reviewed to identify the best qualified candidates.