



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	CJA Supervising Attorney	Announcement #:	19-CO-01
Appointment Type:	Full-time, Regular	Location:	Charleston, WV
Starting Salary:	CL 28 – CL 29 (\$58,700 - \$113,439) <i>Starting salary depends upon experience and qualifications.</i>		
Promotion Potential:	Up to CL 29 without competition.		
Opening Date:	December 20, 2018		
Closing Date:	Open until filled. Applications received by January 18, 2019 will receive first consideration.		
Open To:	All qualified applicants		

Job Summary:

This position is located in the United States District Court for the Southern District of West Virginia. The CJA Supervising Attorney reports to the Clerk of Court and is responsible for the day-to-day administration of the CJA panel of attorneys. The incumbent supports the goals of achieving timely and high-quality representation of criminal defendants by panel attorneys, cost containment, and accountability in the accurate and prompt payment of CJA vouchers.

Representative Duties:

- Assure the timely appointment of panel attorneys in appropriate coordination with judicial staff and use technology to assure appointments are rotated and associated appointment information is maintained.
- Review all CJA payment vouchers for reasonableness and prepare information for the presiding judge on each voucher including recommendations for payment.
- Answer inquiries about the voucher process, appointments, and miscellaneous CJA matters.
- Supervise, communicate, and coordinate duties with the CJA Technician. Annually review the Court's current CJA Plan and recommend amendments to the terms and execution of the Plan. Responsible for consistently evaluating the process by which panel attorneys are selected, the criteria required for panel attorneys, and other aspects of the CJA Plan.
- Assist the court in assuring quality representation and improving financial efficiency by identifying better means of administering the CJA panel and organizing the panel attorney appointment process.

- Maintain applications submitted by prospective members and respond to inquiries concerning membership.
- Disseminate information related to CJA panel management, including the creation and distribution of CJA manuals/manual updates, and other publications and materials of use and interest to panel members.
- Supervise the compilation and maintenance of lists of various court experts, such as psychiatrists, investigators, paralegals, and other experts. Assist members of the panel in retention of expert witnesses.
- Coordinate CJA case budgeting in complex matters and appointment of CJA attorneys as required by the court.
- Develop voucher payment policies and procedures and provide necessary formal training on the use of eVoucher. Coordinate with the Clerk's Office staff on internal controls related to voucher payment and processing.
- Track the status of CJA criminal caseload in the district. Maintain internal records and compile and distribute statistical data on CJA appointments and give advice to the court.
- Coordinate the flow of vouchers to the Chief Judge of the Fourth Circuit Court of Appeals when review at that level is required. Verify data, computations and compliance with CJA guidelines on all CJA vouchers prior to submission for approval.
- Coordinate and chair bi-annual meetings of the Panel Advisory Committee.
- Draft appropriate documents and provide general support and recordkeeping for activities of the CJA Panel and actions of the Panel Advisory Committee.
- Serve as an Employment Dispute Resolution (EDR) Coordinator for the Court.
- Review and prepare internal reports and other duties as assigned.

Qualifications:

- Law degree from an accredited law school and member in good standing of the West Virginia State Bar with three years of experience in a legal position.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and training.
- Ability to interact persuasively and tactfully with a wide variety of individuals.
- Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Court-Preferred Skills and Qualifications:

- Familiarity and experience with federal criminal procedure.
- Thorough knowledge of the Criminal Justice Act and its guidelines.
- Skill in using software to prepare reports and analyze issues.

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to benefits that include: mandatory participation in the Federal Employees' Retirement System and Social Security, voluntary participation in the Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

Information for Applicants:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate must complete a background check including FBI fingerprint check and have a subsequent favorable suitability determination.

Application Process:

To apply, applicants must submit a current résumé and cover letter indicating they are applying to the **CJA Supervising Attorney, Vacancy #19-CO-01**. Please submit materials to Ms. Korin Parsons, HR Specialist, at Korin_Parsons@wvsc.uscourts.gov, by **January 18, 2019** to receive first consideration. ***Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application.*** Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.