



UNITED STATES DISTRICT COURT - DISTRICT OF ARIZONA
Office of the Clerk of Court

Career Opportunity #: 12/35

Date: May 4, 2012

POSITION:	CJA Voucher Review Specialist
POSITION TYPE:	Full-time, Regular
TYPICAL HIRING RANGE:	\$42,738 - \$53,442 (CL 26/1-25)
SALARY RANGE:	\$42,738 - \$69,499 (CL 26/1 - CL 26/61)
CLOSING DATE:	May 18, 2012
LOCATION:	Phoenix, Arizona

Join the U.S. District Court's team of energetic, career minded professionals! The Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch, or continue, a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with lots of initiative.

INTRODUCTION

The Criminal Justice Act (CJA) Voucher Control Unit has staff located in Phoenix and Tucson and serves the Court district wide. This position resides in Phoenix. The unit is responsible for performing all tasks associated with the CJA voucher activities, including attorney appointments, mathematical, technical, and reasonableness reviews, recommendations to judges on attorney claims, data entry and voucher processing in the judiciary's CJA payment system.

OCCUPATIONAL INFORMATION

The incumbent conducts mathematical, technical and reasonableness reviews of CJA vouchers for validity and completeness. Reasonableness reviews, in part, are formulated based on the incumbent's familiarity with the local legal culture's acceptable time standards for the various stages of common criminal defense work. Typical duties include reviewing CJA vouchers as they are submitted for validity and completeness; returning vouchers containing errors and giving instructions for corrections; reviewing information about CJA costs and cases to serve as a basis for recommending payment ranges for various types of cases; making specific recommendations to judges regarding vouchers submitted for payment; entering vouchers on an automated system; approving certain payments, and monitoring payments to CJA appointed panel attorneys, expert witnesses and court reporters after the vouchers have been approved by the judicial officer. Incumbent is also responsible for maintaining internal records and statistics regarding CJA payments for use by the Clerk's Office, the Court, the Administrative Office, and other parties.

MINIMUM QUALIFICATIONS

The successful applicant will be knowledgeable of legal terminology through experience in a legal environment. This experience could be gained through service as a paralegal, administrative assistant, or similar support position to a lawyer or law firm. Because this position involves voucher review and analysis and mathematical calculations, qualified applicants must also be a high school graduate or the equivalent and must have one year specialized experience specific to financial analysis/accounting functions and internal controls including at least one year equivalent to work at the CL 25 level. Placement at

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salary levels above minimum and up to step 25 (\$53,442) requires at least two years of specialized experience equivalent to work at the CL 25 and court-preferred skills.

Specialized experience is responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities related to the duties of the position that demonstrates:

- the ability to analyze material and apply procedural rules;
- skill in the use of automated systems and 10-key adding machine;
- ability to communicate information accurately and concisely, both orally and in writing;
- ability to understand and apply policies and regulations;
- ability to assist a variety of people in the preparation of vouchers;
- and the ability to ensure cooperation and improvement in the preparation of vouchers from a variety of people.

Education above the high school level may be substituted for required general experience.

PREFERRED QUALIFICATIONS

Preference may given to applicants with the following knowledge, skills and abilities:

- three years of specialized experience;
- experience in determining reasonableness of claims for payment;
- knowledge of the Criminal Justice Act (CJA);
- experience related to voucher processing, payment limitations, and functions and processes of the organization;
- experience with criminal law or case processing, such as in a support position to a criminal defense lawyer;
- a bachelor's degree.

SELECTION PROCESS

Applicants will be screened for these qualifications. Applicants who successfully perform these skills may be invited for a personal interview.

Judiciary employees serve under excepted appointments and are considered at will employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The initial appointment to this position is provisional pending the successful completion of the required background checks or investigations. The United States District Court is a drug-free work place and the applicant selected will also be required to participate in a drug screening test prior to employment.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

ADDITIONAL INFORMATION

Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, retirement, and a tax-deferred savings plan. Employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes pre-tax deductions for health benefits premiums, health care expenses, dependent care, and commuter benefits. This

position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

HOW TO APPLY

Go to our web site at www.azd.uscourts.gov under "Employment" → "Employment Opportunities" to submit an on-line application. To be considered for the position, you will need to attach a cover letter, resume, and copy of your last performance evaluation to the on-line application. Your cover letter should also include a narrative statement of your background as it relates to the qualifications listed above.

Applications will be accepted for further consideration when all sections of the on-line application are complete. Applications received after the closing date may not be considered. Attachments should be submitted as WordPerfect, Word or Adobe Acrobat .pdf documents. Other formats are not acceptable. If you have questions about this application process, please call the Human Resources Division at (602)322-7110.