



Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California

Job Announcement 14-03

Position:	Circuit Case Budgeting Attorney
Location:	San Francisco, CA
Classification Level/Salary:	CL-31 (\$108,780 - \$157,100)
Term:	Permanent
Closing Date:	March 24, 2014 (<i>or until position is filled</i>)

Organization

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts in nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>.

Major Duties and Responsibilities

Work with Ninth Circuit committees, district court judges, magistrate judges, and CJA panel attorneys to develop budgets and review budgets of criminal mega-cases and death penalty cases, including capital habeas corpus. In conjunction with counsel and the assigned judge, assist in preparation of budgets for criminal mega-cases and capital cases, addressing attorney time, paralegal time, experts, investigation, and other costs. Review cases for progress and efficiencies while comparing the initial budget and requests for modification of the budget. In cases with multiple attorneys ("mega-cases"), coordinate with defense counsel to eliminate duplication of motions and to require cooperation in discovery, coordination of investigation and pretrial needs consistent with Circuit and District Court's guidelines for such cases. Develop a panel of experts and investigators whose fees are reasonable to recommend to defense counsel. Maintain a list of service providers for translation and duplication services. Develop and maintain a central database of budget information, including expenditures, to monitor budget compliance. Provide policy and budget information to the courts and to the Administrative Office of the United States Courts. Participate in training programs to educate the courts and CJA panel attorneys on case budgeting principles, including means of cost-containment, best practices, and procedures. Assist in development of model orders for capital and criminal mega-cases. Make recommendations on the reasonableness of vouchers when requested by the courts. Work with the courts to develop specialized panels of attorneys where appropriate. Occasional travel required.

Education/Experience Requirements

Education: Graduation with a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, and admission to practice before the highest court of a State, Territory, Commonwealth, or possession of the United States.

Experience: At least five years of experience consisting of criminal defense and/or capital habeas representation including extensive experience and knowledge of billing practices and staff management. Must possess a comprehensive understanding of the dynamics and costs of the CJA system. Thorough knowledge of criminal litigation and capital habeas corpus strategies and processes is required. Ability to analyze fees and budgets, write clear and concise reports, make effective oral presentations and work amicably and professionally with judges, the Bar, court executives and attorneys.

Desirable qualifications, knowledge, skills, and abilities

- Thorough knowledge of the Criminal Justice Act and its Guidelines as well as federal criminal law and criminal procedures as practiced in the District Courts in the Ninth Circuit
- Ability to deal persuasively and tactfully with counsel and develop creative and practical solutions to case management and budgeting issues
- Ability to work under pressure with tight deadlines
- Ability to apply existing CJA policies and procedures and recommend new principles with special emphasis given to difficult situations
- Skill in writing reports which include the analysis of a wide range of technical data and statistics
- Skill in oral presentation of complicated legal matters to judges, the Bar, and court executives
- Proficiency with computers, MS Word, Excel, and WordPerfect and ability to learn new software

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Choice of a variety of **federal health insurance** programs with a government contribution. Health premiums are deducted as pre-tax dollars
- Optional **life insurance** program with a government contribution
- Optional participation in **vision, dental, and disability insurance** program
- Optional participation in **Flexible Spending Program** - Pre-tax contributions for health, dependant care, and transportation expenses
- Optional participation in **Long Term Care Insurance** available to employees and to eligible family members
- Mandatory participation in the Federal Employees Retirement System with small employee contribution. Full social security coverage is provided
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits

Conditions of Employment

- Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. and eligible (please call 415-355-8969 to verify eligibility) to work in the U.S.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting
- This position is subject to electronic deposit of salary payment
- Positions with the U.S. Courts in the are "excepted service. Employees are "at will"

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history by e-mail to Personnel@ce9.uscourts.gov or by mail to:

Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Mr. L. Batino
P.O. Box 193939
San Francisco, California 94119-3939

Applications or resumes may be faxed (from a non-federal government fax line) to (415) 355-8901. Government franked envelopes may not be used to send resumes or applications.

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