



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

**Job Announcement 16-05**

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**Position:** Circuit Case Budgeting Attorney  
**Location:** San Francisco, CA, or Pasadena, CA  
**Classification Level/Salary:** CL-31 (\$104,803 - \$160,300) Depending on qualifications & location\*  
\*Pasadena, CA CL-31 (\$104,803 - \$160,300)  
\*San Francisco, CA CL-31 (\$111,453 - \$160,300)  
**Closing Date:** Open until filled; priority given to applications received by November 30, 2016

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**Organization**

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council (pursuant to 28 U.S.C. § 332), 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>. The incumbent will work under the supervision of the Assistant Circuit Executive (ACE) for Court Policy & Research.

**Duties and Responsibilities**

1. Work with Ninth Circuit committees, district court judges, magistrate judges, CJA panel attorneys, district court staff, Administrative Office staff, and federal defender staff to develop budgets and review budgets of criminal mega-cases and death penalty cases, including federal direct death prosecutions and capital habeas corpus.
2. 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, discovery organization, and other costs.
3. Review cases for progress and efficiencies while comparing the initial budget and requests for modification of the budget.
4. In cases with multiple attorneys ("mega-cases"), coordinate with defense counsel to eliminate duplication of motions and to encourage cooperation in discovery, coordination of investigation and pretrial needs consistent with Circuit and District Court's guidelines and policies for such cases.
5. Develop a panel of experts and investigators whose fees are reasonable to recommend to defense counsel.
6. Maintain a list of service providers for translation and duplication services.
7. Develop and maintain a central database of budget information, including expenditures, to monitor budget compliance.
8. Provide policy and budget information to the courts and to the Administrative Office of the United States Courts.
9. 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.
10. Assist in development of model orders for capital and criminal mega-cases.
11. Make recommendations on the reasonableness of vouchers when requested by the courts.
12. Work with the courts to develop specialized panels of attorneys where appropriate.

**Education/Experience Requirements**

- 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 are required.
- 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, especially mega criminal cases, capital prosecutions, or 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 and the Court of Appeals.
- 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.
- Knowledge of eDiscovery, ESI Protocol, and discovery management practices in criminal cases.
- 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, Adobe 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:

- Vacation time accrues at a rate of 13 days per year for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Available vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance available to employees and eligible family members
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage.
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

**Conditions of Employment**

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- This position requires electronic deposit of salary payment.
- Positions with the U.S. Courts are “excepted service” positions. Employees serve “at will.”
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.
- Periodic travel required.

**Application Information**

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history as a single PDF file by e-mail to [personnel@ce9.uscourts.gov](mailto:personnel@ce9.uscourts.gov), by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive  
 United States Courts for the Ninth Circuit  
 Attention: Circuit Case Budgeting Attorney (16-05)  
 P.O. Box 193939  
 San Francisco, California 94119-3939**

**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.**