

FEDERAL PUBLIC DEFENDER
Western District of Washington

Colin Fieman
Federal Public Defender

Corey Endo
First Assistant Defender

POSITION ANNOUNCEMENT
CJA Panel Administrator – Seattle, Washington

Position No. 24-01
Announced: January 2, 2024
Preferred Application Deadline: February 2, 2024; open until filled

The Federal Public Defender (FPD) for the Western District of Washington is accepting applications for a full-time Criminal Justice Act (CJA) Panel Administrator. The FPD operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide legal representation to people charged with committing federal crimes who cannot afford to hire an attorney.

Responsibilities: The CJA Panel Administrator works closely with the CJA Panel, the Federal Public Defender and CJA Standing Committee, CJA Resource Counsel, and the Court to administer the Criminal Justice Act for the Western District of Washington. The position requires expertise in analyzing and managing data, the ability to learn and apply federal regulations and guidelines, and a commitment to confidentiality. The successful candidate will be a highly organized, team-oriented individual who thrives in a fast-paced environment. Duties include:

- Interpret and apply CJA Guidelines and federal travel regulations, the Guide to Judiciary Policy, Circuit and District CJA policies and procedures, and local court rules.
- Coordinate efficient payment workflows. Verify accuracy of compensation claims and conformity to CJA and judiciary guidelines.
- Maintain district CJA payment database program and implement updates as well as input and maintain vendor accounts.
- Gather case information, contact attorneys on the CJA Panel to determine availability for appointment, and maintain a record of attorney acceptance and conflicts.
- Generate and process documents necessary to secure court-appointed counsel and enter case data in CJA payment system.
- Maintain records on case assignments, panel attorneys, and other CJA-related matters to ensure efficient appointment of counsel and proper apportionment of cases. Track status of the district's CJA case load.
- Analyze CJA data and prepare reports to assist with program administration and annual reporting requirements.
- Supervise CJA team members (presently two paralegals).
- Implement and disseminate new policies and other information to panel attorneys.
- Maintain Government Travel Account for CJA attorney and expert travel.
- Advise the Federal Defender and CJA Standing Committee on all CJA related matters.
- Help prepare annual reports on panel administration.

- Consult with judges about significant issues or proposed voucher reductions.
- Assist CJA Resource Counsel with recruitment efforts and the panel application review process.
- Perform other duties as assigned.

Qualifications: The candidate selected will have a demonstrated commitment to criminal defense, civil rights and/or social justice and be comfortable working with diverse populations. Ability to develop full knowledge of and interpret CJA Guidelines and federal travel regulations, the Guide to Judiciary Policy, Circuit and District CJA policies and procedures, and local court rules. A positive work ethic, a reputation for personal and professional integrity, ability to always maintain confidentiality, and an ability to work well with the CJA Panel, the Federal Public Defender, CJA Resource Counsel, and the CJA Department.

Preferred Qualifications:

- Knowledge of federal court procedure.
- Experience with eVoucher.
- Fluency in complex databases, billing and timekeeping programs, and PACER and CM/ECF.

Requirements: The successful candidate should have at least three years' general experience and three years' specialized experience in public administration, office management, or a related field. Applicants must be U.S. citizens, or meet the [requirements](#) of the Administrative Office of the U.S. Courts. As a condition of employment, candidates must be fingerprinted and complete a background check. A prior criminal conviction is not necessarily disqualifying. Partial telework is available for this position. Full-time telework is not.

Salary and Benefits: This position has a starting salary range of \$97,376 to \$150,535 (Grade 12, Step 1 to Grade 13, Step 10) based on the Judicial Salary Plan effective January 1, 2024. Salary will be based on professional experience and the number of positions supervised. Benefits include health, long-term care, and life insurance, plus 11 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation leave annually. (The rate of vacation accrual increases with years of service.) The position is eligible for the [Federal Employees Retirement System](#) and the [Thrift Savings Plan](#), which matches up to 5% of employee contributions. Salary is paid biweekly and only by direct deposit.

Office Information: The Western Washington Federal Public Defender office was established in 1975. We provide legal counsel for low-income individuals who face federal criminal prosecutions in our district, which covers the area west of the Cascade Mountains from Oregon to the Canadian border. Our attorneys represent clients at all stages of proceedings including pre-charge, at trial, on appeal, and post-conviction. Our staff of 54 employees includes administrators, attorneys, case managers, investigators, paralegals, and social workers. Our CJA program is nationally recognized as a leader in CJA panel administration and client service, providing critical support and training to private attorneys appointed to represent low-income clients.

Commitment to Diversity, Equity, & Inclusion: Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek a candidate who shares this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply: Qualified persons are encouraged to apply. Please submit a letter of interest, detailed résumé, and two work references (including names, addresses, and phone numbers) to:

Colin Fieman
Federal Public Defender
Attn. Human Resources

Please submit application materials as a combined PDF via email to wawpersonnel@fd.org and reference “CJA Panel Administrator” in the subject line. The position is open until filled. Priority is given to applications received by February 2, 2024.