

THE FEDERAL DEFENDERS OF MONTANA



POSITION ANNOUNCEMENT CJA SUPERVISING ATTORNEY

The Federal Defenders of Montana, Inc., the community defender organization serving the District of Montana, is soliciting applications for an attorney to serve as the Criminal Justice Act (CJA) Supervising Attorney for the District. The Federal Defenders of Montana is a nonprofit corporation, funded under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. The Federal Defenders of Montana is not an agency of the federal government; staff members are not federal employees.

The CJA Supervising Attorney will work closely with the District Court, the Federal Defender and the Defender Services Office of the Administrative Office of the U.S. Courts to improve the quality of representation and the efficient management of the CJA Panel. Duties will include but are not limited to: oversee, manage and contribute to the training of the CJA Panel in Montana; systematically and equitably distribute cases to the CJA Panel; review vouchers submitted by panel attorneys, experts, and other service providers for reasonableness, accuracy, and compliance with the Guidelines for the Administration of the CJA (Vol. VII, Guide to Judiciary Policies and Procedures). Considerable travel throughout the district should be anticipated.

Applicants must have the following qualifications: an established working knowledge and demonstrated command of federal criminal law; at least five years' experience practicing federal criminal law; significant experience working under the Criminal Justice Act; proficient data management and automation skills. The successful applicant must be a self-starter with a positive work ethic, a reputation for personal and professional integrity, and an ability to work well with the Court, the Federal Defender, the Defender Services Office, and members of the CJA Panel. There is a preference for applicants who have substantial experience billing under the Criminal Justice Act. Applicants must be a graduate of an accredited law school, licensed by the highest court of a state, federal territory, or the District of Columbia; be a member in good standing in all courts where admitted to practice; and be a U.S. citizen or person authorized to work in the United States. Admission to the bar of Montana and the bar of the U.S. District Court for the District of Montana, or a commitment to admission within a year of acceptance of the position, is mandatory.

Subject to available funding and other negotiable considerations, this will be a part-time position. Salary will be based on the pay plan in the Defender Organization Classification System (DOCS). The full time pay range is \$89,088 - \$144,846 per annum, commensurate with education and experience. Direct deposit is mandatory. Benefits and retirement plan for the CJA Supervising Attorney will be the same as those offered to all employees of the Federal Defenders of Montana. While negotiable, the work place will be an FDOM office designated by the Executive Director.

To apply, **by email only** please submit a statement of interest and a detailed resume of experience with three references in a single Adobe PDF file using the subject line "MTX- Supervising CJA Attorney" to: mtx_employment@fd.org Applications must be received by January 20, 2020. The position will remain open until filled and is subject to the availability of funding. No telephone inquiries please. Only those selected for an interview will be contacted.

An equal opportunity employer, the Federal Defenders of Montana maintains a drug free work place.