

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
CJA PANEL RESOURCE COUNSEL
2021-12**

The Federal Public Defender for the District of New Mexico is seeking a full-time attorney to serve as the Criminal Justice Act (CJA) Panel Resource Counsel for the District of New Mexico. The ideal candidate will be able to start no later than February 1, 2022.

Job Description: The CJA Panel Resource Counsel will work closely with the Courts, the Federal Public Defender, the Defender Services Office and the members of the CJA Panel to improve the quality of representation, assist in providing efficient management of CJA resources and provide support for CJA Panel lawyers. Duties will include providing training and assistance to CJA Panel attorneys, case assignments, assisting CJA Panel attorneys and the Court with the efficient processing of vouchers for reimbursement, participation on the CJA Panel selection committee, and other duties as assigned consistent with the mission of the position. The CJA Panel Resource Counsel will be required to supervise other staff in carrying out these functions. This is a full-time FPD position that will not permit court appearances or the private practice of law.

Requirements: Applicants must have graduated from an accredited law school, be licensed by the highest court of a state, federal territory, or the District of Columbia; and be a member in good standing in all courts where admitted to practice. Applicants must have 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; either as a CJA Panel lawyer or in a Federal Defender Organization, and proficiency with data management and automation technology. The successful applicant also 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 Public Defender, the Defender Services Office and members of the CJA Panel. There is a preference for applicants with experience working with the eVoucher electronic billing and payment system.

Salary and Benefits: This position is full time with a comprehensive benefits package that includes: health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, leave for all federal holidays, participation in the Federal Employees' Retirement System, and participation in the Thrift Savings Plan with up to 5% government matching contributions. Salary is dependent upon qualifications and experience. Salary is payable only by electronic funds transfer (direct deposit).

Conditions of Employment: Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. All employees must be fully vaccinated for Covid-19 prior to entrance on duty. Employees of the Federal Public Defender are members of the judicial branch of government and are considered "at will." You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee.

Application Information: In one PDF document, please submit a statement of interest, detailed resume, and three references to:

Margaret A. Katze, Federal Public Defender

FDNM-HR@fd.org

Reference **2021-12** in the subject.

Applications must be received by October 1st, 2021. Position will remain open until filled and is subject to the availability of funding.

The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. The Federal Public Defender is an equal opportunity employer. We seek to hire individuals who will promote the diversity of the office and federal practice.

**No phone calls please. Submissions not following this format will not be considered.
Only those selected for interview will be contacted.**