

OFFICE OF THE FEDERAL PUBLIC DEFENDER

DISTRICT OF HAWAII

POSITION ANNOUNCEMENT

CJA SUPERVISING ATTORNEY

Position: CJA Supervising Attorney
Classification Level: JSP 12, Step 1 to JSP 15, Step 10
Salary Range: \$79,901 to \$171,686
Location: Honolulu, Hawaii
Opening Date: April 9, 2021
Closing Date: Until filled

POSITION OVERVIEW

The Federal Public Defender for the District of Hawaii is seeking a full-time attorney to serve as the Criminal Justice Act (CJA) Supervising Attorney for the District of Hawaii, the District of Guam, and the District of the Northern Mariana Islands. The position is based in Honolulu, Hawaii, but travel to the other districts will be required.

The CJA Supervising Attorney will support the CJA panel by working closely with the Courts in all three districts, the Federal Defenders in Hawaii and Guam, CJA Resource Counsel in the District for the Northern Mariana Islands, and the Defender Services Office to manage and improve the quality of the CJA Panel.

This is a full-time FPD staff attorney position that will not permit court appearances or the private practice of law.

REPRESENTATIVE DUTIES

- Oversee training to CJA Panel attorneys and provide guidance on CJA issues.
- Review vouchers submitted by attorneys, experts, and other service providers for reasonableness, accuracy and compliance with District guidelines.
- Develop and expand the CJA Mentorship Programs.
- Remain current with developments locally and nationally, as well as evolving legislation pertaining to the CJA; update panel attorneys and judges, as needed.
- Participate in the CJA Panel Committee for each District Court and assist with other CJA-related committees, as required.
- Develop, implement and communicate new policy changes to the panel.
- Counsel will be familiar with all resources available for the panel within the Administrative Office Training Division and Federal Defender system.

- Other duties assigned as consistent with the mission of the position, including assisting the court in the administration of the CJA panel.

MINIMUM QUALIFICATIONS

Applicants must have the following qualifications: an established working knowledge and command of federal criminal law; significant experience practicing federal criminal law; and working under the Criminal Justice Act; and proficient data management skills.

The successful applicant must be a motivated self-starter with a positive work ethic, a reputation for personal and professional integrity, and an ability to work well with the Courts, the Federal Public Defenders, the Defender Services Office and 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 and receive compensation as a federal employee.

Selected applicants will be subject to a background investigation. Salary commensurate with experience. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. Direct deposit of pay is mandatory.

BENEFITS

Federal Public Defender employees are entitled to federal benefits such as: a defined benefit pension plan; a retirement savings plan including matching contributions; paid vacation and sick leave; eleven paid holidays per year; and choosing from insurance plans including health, life, dental, vision, long term disability, and long term care.

HOW TO APPLY

In a single PDF document, please submit a cover letter and a detailed resume of experience with three references to Lynelle Oshita, Administrative Assistant, at lynelle_oshita@fd.org.

Please reference “2021 CJA Supervising Attorney” in the email subject line. The position will remain open until filled and is subject to the availability of funding. No phone calls please. Only those selected for an interview will be contacted. Expenses associated with interviews or relocation will not be reimbursed.

The Federal Public Defender is an Equal Employment Opportunity Employer.