

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
CJA PANEL COORDINATING ATTORNEY
2018-04**

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 Coordinating Attorney for the District of New Mexico.

The CJA Panel Coordinating Attorney will work closely with the Courts, the Federal Public Defender and the Defender Services Office to improve the quality of representation and the efficient management of the CJA Panel. Duties will include providing training and assistance to CJA Panel attorneys, assisting CJA Panel attorneys and the Court with the efficient processing of vouchers for reimbursement, and other duties as assigned consistent with the mission of the position. The CJA Panel Coordinating Attorney eventually will be required to supervise other staff in carrying out these functions. This is a full-time FPD staff attorney position that will not permit court appearances or the private practice of law.

Applicants must have an 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 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 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. The Federal Public Defender is an equal opportunity employer. Direct deposit of pay is mandatory.

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

Stephen P. McCue, Federal Public Defender
FDNM-HR@fd.org
Reference **2018-04** in the subject line.

Applications must be received by April 16, 2018. The position will remain opened until filled and is subject to the availability of funding. No phone calls please. Only those selected for an interview will be contacted.