

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

December 19, 2019

**Reference No.: FY 20-08**

**Position Title:** CJA Case Budgeting Attorney  
**Location:** Office of the Circuit Executive, New York, NY  
**Salary Range:** CL 31 (\$117,203 - \$170,800)  
*Depending on experience, present salary, and qualifications*  
**Closing Date:** Open Until Filled

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The Office of the Circuit Executive for the Second Circuit is accepting applications for the position CJA Case Budgeting Attorney.

**Position Overview:** The CJA Case Budgeting Attorney provides guidance, support, oversight, and assistance in Criminal Justice Act (CJA) case budgeting to courts and CJA panel attorneys in the Second Circuit. The incumbent works with district and magistrate judges and appointed attorneys to develop and implement budgets in death penalty and complex, multi-defendant, federal criminal “mega” cases, accounting for attorney and paralegal time, investigators, experts, and other resources. The incumbent continuously monitors and reviews budgeted cases and assists judges and attorneys in preparing requests for modification when appropriate. The incumbent also assists, advises, and makes recommendations to circuit judges for vouchers in excess of statutory maximums. Other duties include: formulating and drafting circuit and court policies and guidelines; developing and executing educational and training programs for the courts and CJA panel attorneys; assisting in the development of judiciary-wide applications for the submission and review of budgets and vouchers; and serving on circuit and national committees concerning defender services. The incumbent frequently interacts with judges, chambers staff, court executives, other court personnel, Administrative Office personnel, CJA panel attorneys, and federal defenders.

**Qualifications:** Applicants must possess (1) a Juris Doctor degree (or equivalent) from an accredited law school; (2) membership in good standing in the bar of a state, territory, commonwealth, or federal court of general jurisdiction; (3) a minimum of five years’ experience consisting of criminal defense or habeas representation, including extensive experience and knowledge of billing practices and staff management; (4) a thorough understanding of the Criminal Justice Act, criminal law and procedure, and criminal litigation and habeas corpus strategies and processes; and (5) a strong commitment to high-quality CJA representation and the right to counsel. Qualified applicants must also possess excellent academic credentials; outstanding written

and oral communication skills; the ability to analyze fees and budgets and to write clear and concise reports; the ability to work amicably and professionally with judges, attorneys, and court executives; and the ability to develop creative and practical solutions to case management and budgeting issues.

**Benefits:** 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Public transportation subsidy (budget dependent).

**Conditions of Employment:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay required.

**To Apply:** Please submit a cover letter and resume as a single PDF attachment by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: CJA Case-Budgeting Attorney, Reference No. FY 20-08. When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname. Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**