



Kansas Federal Public Defender

Position:	CJA Panel Administrator
Location:	Topeka, Wichita, or Kansas City, Kansas
Application Deadline:	Open Until Filled

The Federal Public Defender for the District of Kansas is accepting applications for the position of Panel Administrator.

Job Description and Qualifications:

The Panel Administrator provides the Criminal Justice Act (CJA) Panel attorneys with the full range of panel management services, including coordination of panel appointments, maintenance of panel lists and appointment records, preparation and review of panel forms and vouchers, and supervision of panel assistants. Applicants must have a commitment to the representation of indigent defendants and an ability to work well in a team environment. Attorneys are encouraged to apply.

The Panel Administrator works with the Defender to formulate, implement, and assess policies and procedures pertaining to the CJA; track the status of pending CJA criminal case load in the district; coordinate the flow of payment vouchers, verify data, computation and compliance on vouchers; perform regular quality check of vouchers and work with parties to correct errors; coordinate submission of requests for experts to District Court; track approved amounts and expert invoices; participate in budget preparation; and coordinate Panel attorney and expert travel.

The Panel Administrator maintains the CJA Panel list of all court-appointed attorneys; contacts Panel members to determine availability for appointment; logs all criminal cases; maintains statistical data; prepares reports for the Defender regarding assignments; maintains applications submitted by prospective Panel members; and coordinates training and Panel Committee meetings.

Salary and Benefits:

Starting salary is equivalent to JSP 7 – 13 (\$39,179 - \$82,642) commensurate with experience. The position is full-time with federal benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Applicant must be a US citizen. Salary is payable only by direct deposit. A final offer of employment is subject to funding and a background check.

Application Information:

Qualified persons may apply by emailing a letter of interest, resume, three references, and a report writing sample in a single .pdf document to KSFPD@fd.org. Open until filled; priority consideration given to applications received by April 04, 2014. NO PHONE CALLS PLEASE.

The federal defender organization operates under authority of the Criminal Justice Act, 18 USC §3006A to provide representation in federal criminal matters in the federal courts.

The Kansas Federal Defender is an Equal Opportunity Employer. Women and minorities encouraged to apply.

Email: KSFPD@fd.org / On the web: <http://www.kansasfpd.org>

Vacancy Announcement: KSX 2014 – 02, Announced 03/21/2014