



## UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

### **\*CAREER OPPORTUNITY\***

### **CIRCUIT CJA CASE-BUDGETING ATTORNEY (#16E08)**

<b>POSITION TYPE:</b>	Position is full-time and located in Denver, CO; part-time telework schedule negotiable. Comprehensive benefits package available.
<b>CLOSING DATE:</b>	Open Until Filled – Preference given to resumes received by Friday, November 25, 2016.
<b>SALARY RANGE:</b>	CL 31; \$100,928 – \$160,300 (dependent upon experience, qualifications, and prior salary).

### **POSITION OVERVIEW**

The United States Court of Appeals for the Tenth Circuit is seeking applications from qualified persons for the position of Circuit CJA Case-Budgeting Attorney. The Budgeting Attorney will work across the circuit to aid appellate, district, and magistrate judges and CJA panel attorneys in a wide range of duties related to CJA case budgeting and voucher processing.

### **REPRESENTATIVE DUTIES**

Work with appellate, district, and magistrate judges, and CJA panel attorneys to develop and review budgets for criminal mega-cases and death penalty cases, including capital habeas corpus proceedings. Assist attorneys and judges in preparing budgets for attorney time, paralegal time, experts, investigations, and other costs. Work with defense counsel in multi-defendant cases to enhance coordination among counsel and to ensure adherence to circuit and district court guidelines. Develop and maintain a panel of experts and other service providers. Assume responsibility for and maintain a database of budget information to ensure budget compliance. Provide policy and budget information to the courts and the Administrative Office of the United States Courts. Participate in training programs to educate the courts and CJA panel attorneys on case budgeting principles and procedures. Process and make recommendations on CJA vouchers and support appellate CJA panel attorneys. Assist in development of model orders across the circuit. Travel required.

### **QUALIFICATIONS**

- J.D. degree, minimum 5 years federal criminal litigation experience—including recent criminal defense experience in the federal trial courts.
- Thorough knowledge of the Criminal Justice Act (CJA) as well as federal criminal law and criminal procedure. Knowledge and experience in managing electronic discovery.
- Extensive knowledge of billing practices and familiarity with CJA budgeting and policy guidelines.
- Thorough knowledge of criminal litigation defense strategies.
- Ability to analyze fees and budgets; write clear and concise reports; make effective oral presentations; and work and communicate effectively with judges and attorneys.



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### CIRCUIT CJA CASE-BUDGETING ATTORNEY (#16E08)

#### **PREFERRED QUALIFICATIONS**

- Ability to work persuasively and tactfully with counsel and develop practical solutions to case management and budgeting issues.
- Ability to work under pressure and with deadlines.
- Skill in writing reports analyzing a wide range of data and statistics.
- Proficient with computer technology and aptitude for learning new software and programs.
- Strong project management skills.

#### **APPLICATION INFORMATION**

In order to be considered, applicants must submit all of the following:

1. Cover letter identifying how the applicant's education and/or experience relate to the duties and responsibilities of the position;
2. Resume;
3. Salary history; and
4. Three professional references

Application packages can be submitted via email in PDF format to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov)  
**OR** sent by regular mail to:

Human Resources—Attn: Announcement #16E08  
United States Court of Appeals for the 10th Circuit  
Byron White U.S. Courthouse  
1823 Stout St., Denver, CO 80257

#### **APPLICANT INFORMATION**

Applicants must be eligible to work in the United States. Appointment contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will."