

**OFFICE OF THE FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF OKLAHOMA**

**POSITION ANNOUNCEMENT**

**CJA RESOURCE COUNSEL – RESEARCH & WRITING ATTORNEY**

POSITION TYPE: Full-Time/ Comprehensive Benefits Package Available.  
SALARY RANGE: JSP 9 -15 (\$54,727 – \$170,532)  
CLOSING DATE: Open Until Filled.

POSITION OVERVIEW:

This Office of the Federal Public Defender for the Eastern District of Oklahoma is accepting applications for the position of CJA Resource Counsel. CJA Resource Counsel will administer the Criminal Justice Act panel. Duties of the position include:

- Maintain current rosters of active duty Criminal Justice Act Panel attorneys.
- Establish and maintain a master list of case and client conflicts to ensure efficient appointment of qualified counsel.
- Effectively communicate with the Court, the United States Attorney's office, the United States Probation Office, and the United States Marshal's Service to enable the prompt processing of requests for counsel.
- Assist appointed counsel with appropriate procedures for obtaining expert and other services pursuant the Criminal Justice Act.
- Review vouchers for mathematical accuracy and compliance with the Guide to Judiciary Policies and Procedures, and assist the Court in other matters pertaining to vouchers as appropriate.
- Assist counsel and the Court in submission of vouchers in excess of the maximum amount set by statute.
- Coordinate continuing education for the CJA Panel attorneys, to include web-based resource outreach and training.
- Recruit and train new CJA Panel membership.
- Other duties relating to the administration of the CJA Panel, at the direction of the Federal Public Defender.

## QUALIFICATIONS

- J.D. degree from an accredited law school; familiarity with criminal defense in the federal trial courts.
- 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.
- Thorough knowledge of the Criminal Justice Act as well as federal criminal law and criminal procedure.
- 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.
- United States citizenship required.

A final offer of employment is subject to availability of funding and a background check. Payment of net pay is subject to mandatory electronic funds transfer (direct deposit).

Qualified persons may apply by emailing a letter of interest, resume, three references, and a writing sample in a single .pdf document to [oknresumes@fd.org](mailto:oknresumes@fd.org).

**The Federal Public Defender is an Equal Opportunity Employer**