

# UNITED STATES COURT OF APPEALS FIFTH JUDICIAL CIRCUIT



<b>Position Title:</b>	<b>CJA Analyst</b>
<b>Location:</b>	<b>Appellate Conference Program, Fifth Circuit - New Orleans, Louisiana</b>
<b>Salary Range/Grade:</b>	<b>CL 26 (\$42,199 - \$68,639 per annum); presumptive starting salary \$52,775. A salary in excess of \$52,775 would be considered only for a candidate with extraordinary, relevant experience or qualifications, and a salary history supporting such an offer.</b>
<b>Closing Date:</b>	<b>Applications will be considered as soon as received, and will continue to be considered until the position is filled. The United States Court of Appeals, Fifth Judicial Circuit is an Equal Opportunity Employer.</b>

## **Overview:**

The Appellate Conference Attorney invites applications from qualified persons for the position of CJA Analyst. Under the supervision of the Senior Conference Attorney, and working with the other conference attorneys, the CJA Analyst coordinates the court's Criminal Justice Act (CJA) appellate voucher program, and plans and executes all of the case-related and other functions of that program.

## **Representative Duties:**

The principal requirement for the position is the ability to process, both with paper and using computer database applications, vouchers for the payment of attorneys appointed to represent indigent defendants in criminal cases in the Court of Appeals. See addendum for an overview of the CJA voucher process. Other duties include: 1) preparing regular and *ad hoc* statistical reports; 2) providing procedural advice on CJA related subjects; 3) fielding inquiries about the CJA process; 4) dealing with attorneys' inquiries about CJA vouchers and the status of their submissions; 5) communicating with attorneys when questions are raised about their vouchers; 6) attending to administrative tasks necessary for conference program operations; and 7) completing special projects assigned by the Senior Conference Attorney.

## **Qualifications and Requirements:**

A 4-year degree from an accredited university and at least 3 years of relevant experience (or equivalent specialized education or training) is required.

Individuals who do not fully meet the required qualifications for experience (***and only for experience***) are encouraged to apply and may be considered for a modified position at a lower grade.

A degree in accounting, a post-graduate degree in law, training or experience as a financial manager or paralegal assistant or experience with accounts-payable software is not required, but any of these would be an asset in the position.

Preferred skills include:

1. Meticulous attention to detail, intelligent adherence to procedural requirements, the utmost judgment and discretion, and absolute compliance with the office's requirements of confidentiality.
2. Effective oral and written communication skills, including dealing with telephone inquiries and preparing, editing and proofreading reports and other documents, with attention to presentation, format, spelling, grammar, punctuation, and style.
3. Ability to interpret and apply guidelines, rules, and regulations relevant to the duties required of the position.
4. Proficiency in the use of computer programs, including database, financial management and word processing applications, with sufficient keyboard skills to allow data entry to be accomplished quickly.
5. Initiative to prioritize workloads and effectively manage multiple and time sensitive projects.
6. Ability to work harmoniously with senior administrative personnel within the court system.

**Application Procedure:**

Qualified applicants must submit a cover letter, résumé, and salary history, to:

United States Court of Appeals, Fifth Circuit  
600 Camp Street, Room 229  
New Orleans, Louisiana 70130  
Attn.: Joseph L.S. St.Amant

or via email with the required documentation as readily accessible attachments (WordPerfect, Word, or .pdf) to: [vacancies@ca5.uscourts.gov](mailto:vacancies@ca5.uscourts.gov)

or via fax to: (504) 310-7583

Submission by email is preferred.

Applications will be considered as soon as received, and will continue to be considered until the position is filled. Applicants should therefore submit applications as soon as possible, even if they are not immediately available.

**Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts. A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are "at will" employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.

## **ADDENDUM**

### **ADDITIONAL INFORMATION ON THE CJA VOUCHER PROCESS**

Under the Criminal Justice Act (CJA), the Court of Appeals appoints private attorneys to represent indigent criminal defendants. The person in the posted position will be responsible for processing the vouchers through which these attorneys are paid. This process currently requires reference to three separate database systems, and entry of data into those systems.

After the appeal is decided, the attorney submits a voucher, setting out the hours worked and expenses incurred in the representation, and attaching detailed time sheets and documentation of expenses as required. This voucher packet must be carefully examined for compliance with the applicable regulations and policies, and appropriate adjustments made. All mathematical calculations must be verified, and additional relevant materials must be attached to prepare the packet for substantive review by one of the attorneys employed by this office.

Once the voucher is approved for payment, payment information must be entered into the national CJA payment system. Finally, the voucher must be prepared for transfer to another employee who is responsible for authorizing payment in the approved amount.

Regular communication with CJA-appointed attorneys is required – to answer general questions, to respond to inquiries about voucher status, and to allow attorneys to provide further information when questions are raised about the amounts requested. Periodic reports must be prepared outlining the operations of the office for the court, and there are sometimes requests for more detailed statistical analyses of particular aspects of the appointment and payment process.

The volume of submissions is high, and the workload is heavy. In the last calendar year over 700 vouchers were submitted. While computer databases are involved, the process itself is not currently automated. The judiciary is in the process of developing an on-line, automated system for the submission, processing and payment of CJA vouchers that will streamline the operation. Accordingly, the applicant should be comfortable adapting to changes in the system of voucher processing, and able to assist CJA panel attorneys in learning to use the new system. Although the supervising attorney and the reviewing attorneys are always available for consultation, the position requires assuming responsibility for maintaining the workflow of the office without over-the-shoulder supervision. Backlogs cannot be tolerated.

The applicant should provide evidence of education or experience that demonstrates a high level of comfort in working with figures both manually and using software, with applying rules accurately and precisely, and with accepting the substantial responsibilities of the position. There is an important public relations aspect of communications with appointed attorneys, and skills in this area are required. Familiarity with litigation or with court operations would be helpful but is not a prerequisite.

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to similar benefits as other federal government employees. They are not included in the government's civil service system, however. Benefits include:

### **HEALTH INSURANCE**

Employees may participate in the Federal Employees Health Benefits Program (FEHB), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

### **DENTAL/VISION INSURANCE**

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.

### **LIFE INSURANCE**

Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).

### **FLEXIBLE SPENDING ACCOUNT**

Employees may set aside pre-tax money to cover certain health care and dependent care expenses.

### **LONG-TERM CARE INSURANCE**

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

### **TIME IN SERVICE**

Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

### **RETIREMENT**

Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service.

### **WITHIN-LEVEL SALARY INCREASES**

Within each salary classification level there are 61 "steps." Based upon performance, employees are eligible for annual step increases. Subject to the availability of funds.

### **TRANSIT/PARKING SUBSIDY**

Subject to the availability of funds.