

**Office of the Circuit Executive
United States Court of Appeals for the Third Circuit**

**VACANCY ANNOUNCEMENT
CE 06/14**

POSITION : Circuit Case Budgeting Attorney

LOCATION: Circuit Executive's Office
James A. Byrne United States Courthouse, Phila., PA

SALARY: CL 31 (\$98,026 - \$157,100)
Based on qualifications and experience.

POSITION TYPE: Part-Time Permanent (20 hrs/week)

CLOSING DATE: Open Until Filled (Preference will be given to applications submitted by July 18, 2014).

ORGANIZATION:

The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals, district courts and bankruptcy courts within the Third Circuit, which includes Delaware, New Jersey, Pennsylvania and the U.S. Virgin Islands.

DUTIES AND RESPONSIBILITIES:

The Circuit Case Budgeting Attorney will work with Third Circuit committees, district court judges, magistrate judges, and Criminal Justice Act (CJA) panel attorneys to develop budgets and review budgets of criminal mega-cases and death penalty cases. Specifically, in conjunction with counsel and the assigned judge, the Circuit Case Budgeting Attorney will assist in preparation of budgets that address attorney and paralegal time, experts, investigation, and other case costs. The Circuit Case Budgeting Attorney will review cases for progress and efficiencies while comparing the initial budget and requests for modification of the budget. In cases with multiple defendants ("mega-cases"), the Circuit Case Budgeting Attorney will: coordinate with defense counsel to minimize duplication of efforts, coordinate investigation and pretrial needs consistent with Circuit and District Court's guidelines for such cases; develop a panel of experts and investigators whose fees are reasonable to recommend to defense counsel; maintain a list of service providers for translation and duplication services; and develop and maintain a central database of budget information, including expenditures, to monitor budget compliance. The Circuit Case Budgeting Attorney also provides policy and budget information to the courts and to the Administrative Office of the United States Courts; participates in training programs to educate the courts and CJA panel attorneys on case budgeting procedures; assists in development of model orders; makes recommendations regarding the reasonableness of vouchers; and performs other varying duties as assigned. Occasional travel required.

QUALIFICATIONS:

Candidates must have a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, and admission to practice before the highest court of a State, Territory, Commonwealth, or possession of the United States. Must have at least four (4) years experience consisting of a federal criminal defense and/or federal capital habeas background, knowledge of billing practices and staff management is preferred. Must possess an understanding of the dynamics and costs of the CJA system, and the ability to analyze fees and budgets, write clear and concise reports, make effective oral presentations, and work amicably and professionally with judges, the Bar, court executives and attorneys. Must be proficient with computers, MS Word, Excel and have the ability to learn new software.

CONDITIONS OF EMPLOYMENT

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employee will be hired provisionally pending the results of a background investigation. Direct deposit of pay required.

BENEFITS

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

APPLICATION INSTRUCTIONS.

Preference will be given to those applications received by July 18, 2014. Submit application with cover letter, resume, and a completed Application for Federal Judicial Branch Employment (AO - 78) on-line to www.ca3.uscourts.gov or mail to Circuit Executive’s Office, 601 Market Street, Room 22409 U.S. Courthouse, Philadelphia, PA 19106-1790, Attn: Human Resources. The AO-78 form is available on the court website at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>. The Office of the Circuit Executive will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The U.S. Court of Appeals is an Equal Opportunity Employer.