



## **UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA**

**DATE:** September 18, 2015  
**POSITION TITLE:** CJA Specialist  
**LOCATION:** San Francisco, California  
**CLASS LEVEL:** CL-26  
**SALARY:** \$50,485 - \$82,029, DOE  
**CLOSING DATE:** Open Until Filled

### **THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY**

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 23 active and senior district judges and 12 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

### **DUTIES AND RESPONSIBILITIES:**

The CJA Specialist is responsible for all aspects of and compliance with the Criminal Justice Act ("CJA"), the policies and procedures of the Clerk's Office and Judges which relate to the responsibilities of the CJA Unit. The incumbent is responsible for all aspects and compliance with the Criminal Justice Act and the policies and procedures of the Court as they relate to the Act and payment of vouchers. The CJA Specialist may also prepare, update and analyze a variety of accounting records, financial statements, and reports; assist with accounts payable and accounts receivable activities; and perform financial transactions and maintain required records, in accordance with court policies and approved internal controls.

- ✓ Works with the Federal Public Defender's Office, the court's CJA panel attorneys, experts, the Ninth Circuit Court of Appeals and Circuit Executives Office, the Administrative Office of the U.S. Courts, and other persons and entities regarding the submission of CJA vouchers for review and payment.
- ✓ Reviews funding requests from CJA panel attorneys and serves funding orders.
- ✓ Processes travel and transcript requests from CJA panel attorneys.
- ✓ Disseminates information regarding voucher submissions and voucher payment status and general information regarding CJA payment policies and procedures to CJA panel attorneys and experts.
- ✓ Facilitates the flow of CJA vouchers and makes recommendations for expeditious processing of CJA vouchers.
- ✓ Tracks the status of unpaid vouchers and regularly follows up on voucher submissions and approvals.

- ✓ Checks vouchers for completeness and compliance with CJA regulations and guidelines; verifies dates, accuracy and mathematical computations prior to submission to the CJA Supervising Attorney for approval.
- ✓ Returns vouchers containing errors to claimants along with instructions for correction. Provides transmittal information as necessary at various stages of the voucher review and approval process.
- ✓ Prepares and provides statistical data and reports as required on case cost information and voucher status tracking.
- ✓ Enters voucher information into an automated CJA payment system.

**MINIMUM QUALIFICATIONS:**

The successful applicant must have two years specialized experience, including at least one year equivalent to work at the CL-25. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least two years specialized experience equivalent to work at CL-25. **Specialized Experience** is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

**PREFERRED QUALIFICATIONS:**

Preference may be given to applicants who have:

- Ability to communicate effectively with a variety of people with a positive, upbeat manner.
- Ability to do detail-oriented work with limited supervision.
- Experience which reflects the ability to work under pressure and deal with change.
- Demonstrable ability to successfully manage multiple competing priorities.
- Knowledge of and skill in working with databases and other typical office software programs.
- Skill in the use of 10-key calculator.
- Excel proficiency.
- Proven analytical reasoning skills and sound judgment.

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:**

United States District Court  
Attn: Human Resources (FY15-12)  
Email to: [hr@cand.uscourts.gov](mailto:hr@cand.uscourts.gov)

**INFORMATION FOR APPLICANTS:** The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify

under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.