

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

Melissa Morris
Supervisory Assistant
Albuquerque Office
111 Lomas NW, Suite 501
Albuquerque, NM 87102
Tel (505) 346-2489
Fax (505) 346-2494

Margaret A. Katze
Federal Public Defender
Albuquerque

Barbara A. Mandel
Supervisory Assistant
Las Cruces Office
506 S. Main, Suite 600
Las Cruces, NM 88001
Tel (575) 527-6930
Fax (575) 527-6933

POSITION ANNOUNCEMENT

**CJA Panel Resource Counsel
2025-01**

POSITION: CJA Panel Resource Counsel

LOCATION: Albuquerque, NM

SALARY RANGE: Starting salary range Grade 11 to 15 (\$74,741 to \$192,490) determined by experience, qualifications, location, and budgetary constraints.

CLOSING DATE: June 1, 2025

The Federal Public Defender for the District of New Mexico is seeking a full-time attorney to serve as the Criminal Justice Act (CJA) Panel Resource Counsel for the District of New Mexico.

PRIMARY JOB DUTIES:

The CJA Panel Resource Counsel will work closely with the Courts, the Federal Public Defender, the Defender Services Office and the members of the CJA Panel to improve the quality of representation, assist in providing efficient management of CJA resources and provide support for CJA Panel lawyers. Duties will include providing training and assistance to CJA Panel attorneys, case assignments, assisting CJA Panel attorneys and the Court with the efficient processing of vouchers for reimbursement, participation on the CJA Panel selection committee, and other duties as assigned consistent with the mission of the position. The CJA Panel Resource Counsel will be required to supervise other staff in carrying out these functions. This is a full-time FPD position that will not permit court appearances or the private practice of law.

QUALIFICATIONS:

Applicants must have graduated from an accredited law school, be licensed by the highest court of a state, federal territory, or the District of Columbia; and be a member in good standing in all courts where admitted to practice. Applicants must have an established working knowledge and demonstrated command of federal criminal law; at least five years' experience practicing federal criminal law; significant experience working under the Criminal Justice Act; either as a CJA Panel lawyer or in a Federal Defender Organization, and proficiency with data management and automation technology. The successful applicant also must be a self-starter with a positive work ethic, a reputation for personal and professional integrity, and an ability to work well with the Court, the Federal Public Defender, the Defender Services Office and members of the CJA Panel. There is a preference for applicants with experience working with the eVoucher electronic billing and payment system.

BENEFITS: This position is full-time with a comprehensive benefits package that includes:

- Health/Vision/Dental/Life Insurance Coverage.
- Flexible Spending Program.
- Earned paid time off.
- Earned paid sick leave.
- 11 Paid Federal Holidays.
- Paid Parental Leave up to 12 weeks.
- Mandatory participation in the Federal Employees Retirement System.
- Optional participation in the Thrift Savings Plan with up to 5% government matching contributions.
- Employee Assistance Program (confidential counseling and assistance).
- Credit for prior federal service.

CONDITIONS OF EMPLOYMENT:

Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Employees are members of the judicial branch. Excepted appointments are considered “at will”. Salary is payable only by mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee.

HOW TO APPLY: In **one** PDF document, please submit a statement of interest, detailed resume of experience, and three references to:

Margaret Katze, Federal Public Defender
FDNM-HR@fd.org

Reference **2025-01** in the subject.

Position will remain open until filled and is subject to the availability of funding. Priority will be given to applications received by June 1, 2025.

The Federal Public Defender is an equal opportunity employer. We believe that through a diverse and inclusive workforce, we can better serve the people and communities we represent. Applicants must have a commitment to provide the best legal representation to indigent, disenfranchised and underserved individuals and communities. We believe different backgrounds and social identities enrich our teams and creates an environment of understanding, respect, collaboration, and humility that honors the people we represent and promotes the mission of the office and federal practice. All qualified individuals are encouraged to apply, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A.

No phone calls please. Only those selected for interview will be contacted.

For more information about our office, please visit <https://nm.fد.org/>