



## United States Court of Appeals for the Eleventh Circuit

### CRIMINAL JUSTICE ACT SPECIALIST

**VACANCY ANNOUNCEMENT #:** 26-1

**LOCATION:** Atlanta, Georgia  
(this position is located on-site at the Court of Appeals)

**APPOINTMENT:** Permanent/Full-Time

**OPEN/CLOSING DATE:** February 24, 2026 – Open Until Filled  
Preference given to applications received by **March 10, 2026**.

**SALARY RANGE: CL 25:** \$52,199 – \$84,879  
Starting salary is dependent upon qualifications, experience, and court funds.

#### ABOUT THE COURT

The United States Court of Appeals for the Eleventh Circuit was established by Congress in 1981. The circuit has jurisdiction over federal cases originating in the states of Alabama, Florida, and Georgia. The circuit includes nine district courts with each state divided into Northern, Middle, and Southern Districts.

#### BACKGROUND CHECK

The position of CJA Specialist is a sensitive position. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

#### POSITION OVERVIEW

The Clerk's Office is seeking an individual looking for a challenging, interesting, and rewarding career in public service to serve as a **Criminal Justice Act (CJA) Specialist**. The CJA Specialist is responsible for reviewing and processing CJA vouchers, travel authorizations, and payments for appointments made by the Court. The CJA Specialist must be detail-oriented, self-motivated, and well organized. The CJA Specialist must also be able to multitask, possess integrity and the ability to maintain confidentiality, demonstrate problem solving skills and judgment, and have a positive, professional customer-focused attitude. The CJA Specialist works in a fast-paced team environment and reports to the Attorney Advisor.

#### REPRESENTATIVE DUTIES

- Create CJA vouchers when counsel is appointed by this Court to represent a party on appeal.
- Review, process and submit vouchers for payment of CJA attorneys and service providers, as well as attorneys appointed under Addendum Five to the Eleventh Circuit Rules. Audit forms (CJA 7, 20, 21, 22, 23, 24, 30, 31, and AUTHs, Government Travel Authorizations, and Addendum Five vouchers) for accuracy prior to submitting for payment approval to proper authorities. Route CJA forms to appropriate destinations.
- Ensure vouchers are properly submitted, assuring that claims are accurate. Forward all vouchers, along with appropriate documentation, to the Court for approval.
- Review and process applications for appointment under the CJA and Addendum Five to the Eleventh Circuit Rules and maintain roster of eligible counsel.
- Review claims to ensure accuracy and compliance with the requirements of the CJA, *Guide to Judiciary Policy*, Court rules, and other guidance provided by the Court or supervisory staff members. Verify dates, rates, and computations on all vouchers prior to submission to the Court for approval. Return those

vouchers containing errors, giving instructions for corrections or requesting additional information. Notify attorneys when specific claims are to be disallowed. Refer to docket sheets and case filings, whenever necessary.

Ensure all vouchers are processed in a timely manner.

- Prepare statistical reports for the benefit of the Court, the Clerk, and others, as required.
- Interact with, respond to questions from, and assist attorneys, service providers, members of the public, and court staff.
- Process motions, requests, and Court orders for government travel authorizations for CJA counsel to attend oral arguments or confer with incarcerated clients.
- Perform filing, scanning, data entry, copying, mailing, and other administrative and clerical tasks.
- Receive, screen, and refer telephone calls and personal visitors. Answer or refer routine inquiries and provide assistance to internal and external customers, maintaining the confidentiality of sensitive matters.
- Perform other functions within the Clerk's Office as assigned.

### **QUALIFICATIONS**

**CL 25:** Candidates must have at least two years of specialized experience for placement at salary levels above minimum. Some lifting may be required.

#### **SPECIALIZED EXPERIENCE:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. 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 human resources/payroll operations.

#### **PREFERRED QUALIFICATIONS:**

Familiarity with legal terminology and procedures as well as proficient computer skills, i.e., word processing, is preferred. Prior work experience in a municipal, county, state, or federal court is also preferred. Additionally, a bachelor's degree and/or paralegal certificate from an accredited institution is preferred.

### **WORK SCHEDULE**

The CJA Specialist is generally able to establish their own work schedule Monday through Friday between the hours of 7:30 AM and 6:00 PM. Depending upon the needs of the Court, the CJA Specialist may be assigned to a particular schedule and/or may be required to work outside of normal business hours.

## **HOW TO APPLY**

Qualified applicants interested in this position must submit a **single** PDF containing all of the following:

- Cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- Resume and Federal Judicial Branch Application for Employment (AO78) (Application form is available on <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- Copies of last two performance evaluations or a statement that performance evaluations are unavailable; and
- Names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to [CO\\_apply@ca11.uscourts.gov](mailto:CO_apply@ca11.uscourts.gov) (please reference "CJA Specialist 26-1" in the subject line). **PLEASE NOTE: APPLICATIONS THAT ARE NOT SUBMITTED AS A SINGLE PDF OR ARE INCOMPLETE MAY NOT RECEIVE FURTHER CONSIDERATION.**

Applicants selected for interviews must travel at their own expense. Applicants will not be reimbursed for travel and relocation expenses. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

## **ADDITIONAL INFORMATION**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Judicial Branch employees are "at will" employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the "Code of Conduct for Judicial Employees," [Click here](#) to view.

Judiciary employees are entitled to benefits similar to those of other government employees including paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (Please see attached employee benefit summary).

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

## EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	11 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	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.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
<b>LONG-TERM CARE INSURANCE</b>	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.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% 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. Specific details are available upon request.
<b>PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES</b>	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM</b>	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>