

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
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Vacancy Announcement

Position: Litigation Support Specialist
Location: Los Angeles, CA
Deadline: May 3, 2021

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time litigation support specialist position. The litigation support specialist will be stationed in the Los Angeles main office, but will also work in the Riverside and Santa Ana branches. The Federal Public Defender's Office is committed to the client-centered pursuit of justice by advocating for the constitutional rights and inherent dignity of indigent individuals who are accused or convicted of crimes.

Job Duties: Litigation support specialists provide specialized support to attorneys and case teams in all types of federal matters, including pre-indictment cases, trials, appeals, and habeas cases. General responsibilities include using database tools (Eclipse, CaseMap, Summation) to manage electronically stored information (ESI), working with load files to import data into databases, using forensic tools (Forensic Toolkit, Encase, Cellebrite) to capture and review data from forensically acquired digital devices (computers, servers, smartphones, tablets, NVRs, etc.), training staff on litigation software tools and workflows, presenting digital evidence in the courtroom using Trial Director, editing/converting audio and video files, including video files created by staff for submission to the court and/or for in-court presentation, and conducting social media investigations.

Requirements: All applicants must have an undergraduate degree in paralegal studies, computer science, or a related field, and five (5) or more years of experience working with litigation support applications and databases. Preference will be given to applicants with state or federal criminal defense experience. Applicants should have a fundamental understanding of Windows, Mac, iOS and Android operating systems. Applicants must be proficient in working with databases (e.g., Eclipse, CaseMap, Summation, Relativity) and ingesting load files, tagging, and exporting content. Applicants must also be proficient with Office 365 applications (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, and dtSearch. Experience using forensic tools (FTK, Encase, Cellebrite, Axiom) to capture and review digital devices is a plus. Certifications in any of these forensic tools is preferred, but not required.

Selection Criteria: Candidates must have an interest in advancing the Federal Public Defender's mission of providing high quality criminal defense to indigent individuals; must keep up with emerging IT trends; have strong oral and written communication skills; be able to work

independently, be flexible, and take initiative; and work well in teams. A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here:

<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

How to Apply: Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtémoc Ortega, Federal Public Defender, at Employment@fpdcdca.org with the subject line: **Litigation Support Specialist Application**. All application materials must be received by May 3, 2021. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

The Federal Public Defender's Office for the Central District of California is committed to equal opportunity in the workplace. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.