

POSITION ANNOUNCEMENT DSO-TD
Closing Date: 5:00pm PDT on May 27, 2022

Assistant National Litigation Support Paralegal

About the Office

The National Litigation Support Team (NLST), a national project of the Administrative Office of the U.S. Courts' Defender Services Office Training Division (DSO-TD), is accepting applications for the position of Assistant National Litigation Support Paralegal (ANLSP).

The mission of the NLST is to address digital information's impact on court appointed criminal defense practitioners for the Defender Services program and to assist them with fulfilling their Sixth Amendment responsibilities. The NLST provides education, training, technology, and resources for Criminal Justice Act (CJA) panel attorneys and Federal Defender Organization (FDO) employees to assist them in their development of strategies to efficiently manage and review e-discovery and to effectively utilize litigation support technology and services. The federal defender services program operates under the authority of the Criminal Justice Act, 18 U.S.C § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The federal defender program has staff offices in 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam.

The NLST is one of several national projects that are part of the Defender Services program. Team members are federal defender employees of the Office of the Federal Defender for the Northern District of New York (FDO NY-N), though the physical office is located in Oakland, California. The opportunity to remote work may be available for this position. The person hired will be a federal defender employee of FDO NY-N, and the position will be supervised by the National Litigation Support Administrator (NLSA) and the Assistant National Litigation Support Administrator (ANLSA).

Duties

The Assistant National Litigation Support Paralegal (ANLSP) serves a critical role for the NLST, and their work is essential to the success of its mission. The expectations and requirements for the NLST assistant paralegal are different and more specialized compared to a traditional assistant paralegal. ANLSPs provide education and training regarding e-discovery and discovery management strategies on a national level, and direct support on a diverse range of CJA cases (including complex, multi-defendant cases with discovery in varied formats ranging from native, database ready with load files, multimedia, and proprietary formats to loose, unstructured, scanned paper PDF files). ANLSPs' skillset should include the ability to work with appointed counsel and defense teams to implement legal and technological solutions for the collection, review, analysis, production of e-discovery, and presentation of case materials for court hearings or trial. The NLST, NY-N FPD, and DSO-TD work collaboratively to provide its staff with professional development training and ongoing support so the NLST assistant paralegal can succeed in conducting their important work on behalf of the Sixth Amendment. The

opportunity for career advancement exists with this position, including receiving training in e-discovery technology, digital forensics tools, and becoming a National Litigation Support Paralegal.

Representative duties include:

- Provide direct assistance in CJA panel cases focused on discovery organization (not discovery analysis). Examples of this assistance include:
 - Create Ipro Discovery, Ipro Eclipse, or Ipro Eclipse Publisher databases (when counsel receives a load file or an Eclipse Publisher database as part of their discovery) for use for CJA practitioners.
 - Prepare CaseMap databases with a focus on structure and document linking to be turned over to the legal team for fact analysis and review.
 - Extract email body content from html (web-based) emails.
 - Convert proprietary multimedia files to an industry standard format.
 - Convert a database production with load files to multipage searchable PDFs, or hyperlinked Excel sortable spreadsheets.
 - Create a dtSearch index of discovery materials.
 - Create Cellebrite Reader Reports from files extracted from mobile devices.
- Answer questions about the features of discovery management tools with CJA panel attorneys.
- Troubleshoot technical problems that end-users may be having with various litigation support technologies supported by the NLST.
- Assist in producing written materials focused on industry updates and best practices related to e-discovery, digital evidence, and litigation support technology and services targeted to CJA panel and federal defender needs.
- Using distance learning tools and in-person instruction, provide training on review strategies for organizing and managing cases with voluminous discovery, including training on off-the-shelf and proprietary litigation support software.
- Work with federal defender staff, CJA panel attorneys and their staff and outside vendors in using industry standard e-discovery review databases (both cloud-based and stand-alone).
- Assist CJA practitioners and their staff in implementing strategies suggested by other National Litigation Support Team members on how to request, access and review digital information extracted from mobile phones, tablets, and computers while maintaining its evidentiary integrity.
- Provide technical troubleshooting assistance to FDO staff and CJA panel attorneys on litigation support software, including coordinating with tech support from software companies when further assistance is needed.
- Train attorneys and staff on the use of technology in the courtroom.
- Keep current with changes with technology and digital evidence that impact federal criminal cases.
- Under the direction of the ANLSA and NLSA, coordinate with outside technology vendors for necessary e-discovery services.
- Produce professional quality work within tight deadlines and evolving priorities.
- Respond in timely manner to requests for assistance, and keep parties informed regarding the status of the work until completion.
- Collaborate with a creative and supportive team.

- Maintain project documentation, and document their work on daily basis.
- Some travel and the occasional lifting of equipment up to 40 pounds required.

The applicant should demonstrate strong attention to detail and the ability to maintain effective working relationships with those contacted during work. They should have an interest in learning about e-discovery and digital evidence practices in federal court, and a desire to assist CJA practitioners in leveraging litigation support technology and services to better represent their clients who are being tried in federal court.

Required Qualifications

A high school graduate or equivalent with at least 2 years of general legal experience required. Higher education from an accredited college or university may be substituted for some required experience.

Preferred Qualifications

Other preferred experience includes but is not limited to:

- Exceptional organization, time management, and critical thinking skills; demonstrated ability to prioritize multiple demands, meet established deadlines, and fulfill commitments.
- Commitment to high quality CJA representation.
- Understanding of public defender, law office, and/or court functions, processes, and operations.
- Use of litigation support technology in the organization, analysis, and preparation of cases
- Some experience in e-discovery management.
- Exposure to forensic tools.
- Experience collaborating with lawyers on time-sensitive, complex matters.
- Experience in teaching non-technical users, one-on-one or in groups, on using litigation technology in cases.
- Excellent oral and written communication skills, and the ability to use tact and diplomacy.
- Ability to handle sensitive information and maintain strict confidentiality.
- Practical knowledge of federal procurement regulations and contract negotiations.
- The ability to read, analyze, and interpret common legal and technical journals and documents.
- The ability to recognize and analyze problems and recommend practical solutions.
- Self-motivated and a self-starter.
- Passionate learner.

Salary and Benefits. Starting salary is based on the Judicial Salary Plan and is commensurate with experience. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position includes regular federal government employee benefits including health and life insurance (choice of a variety of employer-subsidized federal health and life insurance plans, and optional dental, vision, and long-term care coverage), retirement, and the Thrift Savings Plan (similar to a 401K). Other perks include flexible spending

account to pay out-of-pocket health and dependent care expenses with tax-free dollars, telework opportunities, public transit subsidy, and reasonable work hours. Salary is payable by electronic funds transfer (direct deposit).

Duty Station. Oakland, CA strongly preferred.

How to Apply. Qualified persons are encouraged to apply by submitting in a single PDF file,

- A cover page that lists on the centered first line your last name, and your first name. (E.g., "Scribner, Kelly.") Below your name, please list your current place of employment or employment status. Please use large and bold font on this cover page.
- A brief cover letter explaining your interest in the position and your qualifications.
- A résumé.
- At least three employment references.

Applications that do not comply with the instructions will not be considered. Please submit the application packet to Kelly Scribner at kelly_scribner@fd.org. Applications submitted otherwise will not be considered. Applicants can email kelly_scribner@fd.org or call 510-435-9979 if they have questions regarding the application process.

Applicants will only be contacted if selected for an interview. Applications must be received by 5:00pm PDT on Friday, May 27, 2022.

Federal Defender Organizations and the Administrative Office of the U.S. Courts are committed to creating a diverse environment and are proud to be equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.