

Federal Defenders Of New York, Inc.

Job Announcement for: **Forensics and Litigation Support Specialist**

Posting Date: May 9, 2025

Application Deadline: June 6, 2025

Federal Defenders of New York (FDNY) is seeking applicants for a full-time Forensics and Litigation Support Specialist. The position is stationed in our **Brooklyn** office but will provide support to all users across our other office locations, including Central Islip, Manhattan and White Plains.

Applicants must have a minimum of two years of hands-on experience working in digital forensics and/or litigation support roles.

Who are we?

FDNY is a federal public defender office that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency, and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. We are looking for someone who is committed to equal justice and willing to fight vigorously for those accused of crimes.

Forensics and Litigation Support Specialist Essential Duties & Responsibilities

The Forensics and Litigation Support Specialist is responsible for the collection, imaging, processing, capture, and organizing of discovery and case data. FDNY is looking for individuals who have a strong background in forensics, and experience in developing workflows for case and discovery management. When working with our legal staff, this position may be called upon to act as a legal expert for our cases. The specialist will also work with other members of the IT and Litigation Support department to support the general needs of all users, which will include providing in-person and remote end-user technical support for computer systems, hardware, and software.

Who you are

You are the holder of an undergraduate, or professional degree, in digital forensics science or a related field with equivalent experience. In this role you are a proactive, solution-oriented professional who is comfortable administering and organizing eDiscovery platforms (e.g. Relativity, QuikData, Everlaw, Concordance, Nuix, DISCO, Casepoint, iPro Eclipse, Ready Suite), including permissions, analytics, and productions. You possess a strong working knowledge of tools such as Cellebrite UFED/Inspector, Magnet AXIOM, FTK, EnCase,

X-Ways, Autopsy, Belkasoft, Trial Director, Eclipse, Oxygen Forensic Detective, CellHawk, Adobe Acrobat, and other similar tools. You are also familiar with common forensic data formats, online and social media returns, and the proper chain of custody practices. You are also capable of noting emerging trends in the field, demonstrate good customer service and communication skills, have a client service centered approach to support, are highly organized, capable of working on a team or on your own and are a self-starter

Applicants possessing further technical and organizational experience such as workflow automation, scripting/programming, desktop support, and user training will be given special consideration.. Applicants possessing certifications such as ACEDS's CEDS, ISFCE's CCE, CompTia or vendor-specific certs such as RCA/P or EnCE are a plus.

Salary & Benefits

The salary range for this position is **\$84,018 to \$135,773**. This range is consistent with the federal pay-scale and is commensurate with the experience of the candidate.

FDNY also offers excellent employer benefits, some of which include:

- Paid Vacation & Sick Leave
- Federal paid holidays
- Health insurance, including medical/dental/vision
- Group Life Insurance
- Flexible Spending Accounts
- Transit Subsidy Program
- Employee Assistance Program

Federal Defenders is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply, as FDNY is dedicated to promoting a work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. Our office is committed to building a workplace that embraces different identities, voices, and worldviews—valuing equity and the richness of varied lived experiences.

To apply, all qualified and interested applicants must electronically submit a cover letter, resume, and three references in a single PDF document to [our application portal](#). Please note that only applicants selected for an interview will be contacted.

All materials should be addressed to Hiring Manager, Federal Defenders of New York, 52 Duane St., New York, NY 10007. Phone calls and faxes will not be accepted. The application deadline is **June 6, 2025**. However, applications will be reviewed on a rolling basis until the position is filled. Early submission is strongly encouraged.