

FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 1803
LITIGATION SUPPORT SPECIALIST

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for a Litigation Support Specialist to be stationed in our Des Moines office. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

JOB DESCRIPTION: The Litigation Support Specialist (LSS) acts as an internal consultant providing routine and specialized litigation support services to attorneys and legal staff (litigation team) in the development, implementation and support of discovery processes. The LSS assists the litigation team by guiding them through and providing advice on data collection, preservation, organization, processing, production, and retention. The LSS provides litigation support with courtroom presentations including, but not limited to, the use of courtroom presentation software, timeline and diagramming applications; and has the ability to set up and operate audio/video equipment. The LSS keeps current on new developments in litigation support and recommends additions and modifications to current tools as necessary. The LSS trains and provides support to the litigation team in the use of litigation support software. A mastery in the use of these tools will be expected. The LSS is responsible for providing back-up support and assistance to the Computer Systems Administrator, as needed. Frequent travel throughout the State of Iowa will be required, as well as the flexibility to work after hours, as necessary.

REQUIREMENTS AND QUALIFICATIONS: To qualify for the position of Litigation Support Specialist, a person must be a high school graduate or the equivalent and must have a minimum of three years general and three years specialized experience in the legal field, preferably in the area of criminal law. A Bachelor's Degree is preferred. Some higher education may be substituted for general experience. Strong computer literacy and a high aptitude for learning new software/systems. Applicants should possess electronic document review expertise and the ability to analyze multiple litigation support applications. Must have an understanding of criminal law, criminal procedure and evidence, as well as working knowledge of law office operations, methods and techniques. Applicant must be a United States citizen or eligible to work in the United States. Frequent travel throughout the State of Iowa will be required.

SELECTION CRITERIA: The successful applicant will have electronic document review experience, a working knowledge of law office operations and understanding of criminal law, procedure and evidence. Preference will be given to applicants with criminal litigation support experience and a Bachelor's Degree.

BACKGROUND CHECKS: The selected candidate will be subject to a background check and subsequent favorable suitability determination as a condition of employment. Employment will be considered provisional until a satisfactory background check is confirmed.

SALARY: This is a full-time permanent position with federal salary commensurate with qualifications and experience. Federal government benefits apply including health and life insurance, retirement, and the Thrift Savings Plan. Direct deposit of pay required.

APPLICATION PROCESS: Electronically submit cover letter, resume and references by August 20, 2018 to Denise_Fest@fd.org. ***The email subject line must read:*** Position Announcement 1803 LSS. Preference will be given to applications received by August 20, however position open until filled. No telephone calls please. Only applicants considered for an interview will be contacted.

*AN EQUAL OPPORTUNITY EMPLOYER.
Women and Minorities Encouraged to Apply*