

# FEDERAL PUBLIC DEFENDER DISTRICT OF NEVADA

## POSITION ANNOUNCEMENT Litigation Support Specialist

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The Federal Public Defender – Nevada is accepting applications for a Litigation Support Specialist. This is a full-time position located in Las Vegas, Nevada. The position supports both the Las Vegas and Reno offices and requires travel.

This is a dynamic position that combines advanced computer, paralegal, and organizational skills. We are looking for applicants with strong communication and people skills who are able to work independently and on teams. The litigation support specialist supports the defense team in three main areas: (1) loading, processing, and assisting with discovery organization and strategic planning; (2) assisting defense teams in learning and using litigation support tools; and (3) preparing and presenting effective courtroom presentations.

For discovery processing, the litigation support specialist must be able to load, scan, OCR, and organize document files. Applicants must be able to load media files and locate appropriate players. The litigation support specialist will assist defense teams in determining how to organize and search discovery by using tools such as Adobe, Excel, dtSearch, CaseMap, Summation, Eclipse, Sanctions, and CasePoint. Knowledge and experience with some or all of these programs are necessary.

The litigation support specialist must be able to work closely with the defense team and explain the nature of the discovery received and possible options for organization. Applicants must also be able to teach and work with the defense team to effectively use litigation support software and applications. Thus, a technical background, knowledge of the criminal defense function, and a strong paralegal background are highly desirable.

Litigation support specialists must also assist in courtroom presentations in hearings and trials. Experience using Powerpoint, Trial Director, Microsoft Movie Maker, and similar programs is strongly preferred, as is operating audio/video equipment, cameras, and video cameras.

This is a position that can grow with the applicant especially a person who can handle multiple projects, meet deadlines, work with teams to develop and support case theory/defenses, communicate effectively, and think creatively.

Applicants must be a high school graduate or the equivalent and have experience in the legal field, especially as a paralegal and preferably in the criminal law arena. A Bachelor's degree is preferred.

To apply, send via e-mail, a cover letter, resume, three references, and a writing sample to:

**James Morgan**  
**Personnel Administrator**  
**411 E. Bonneville Ave., Suite 250**  
**Las Vegas, Nevada 89101**  
**e-mail: [James.Morgan@fd.org](mailto:James.Morgan@fd.org)**

*The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.*