

# FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

## POSITION ANNOUNCEMENT

### Litigation Support Specialist

The Federal Defenders of San Diego, Inc., (FSDSI) has an opening for a full-time Litigation Support Specialist (LSS) in our San Diego office. FSDSI is a nonprofit organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such are not government employees. FSDSI provides legal representation to indigent persons charged with federal crimes in the San Diego and Imperial Counties. A large part of the case load involves immigration related offenses, drugs, fraud, bank robbery, forgery and internet related crimes.

**Position Description:** The LSS provides specialized and routine litigation support services, including media conversion, court hardware setup, software, peripheral equipment support. Acts as a litigation support and discovery specialist to process, organize, index and format discovery to assist in using the material for case preparation and trial. Creates and supports document databases, indexes, transcripts and images in Summation, Trial Director, Case Map, MS Access and other litigation support applications. Administers databases, processes data and electronic files, performs OCR and transfers same to various formats. Assists paralegals and attorneys with the production of discovery to clients, experts and others as necessary.

**Position Requirements and Qualifications:** Must be a high school graduate or equivalent and have at least three years of general experience with Windows PCs. A high level of Windows computer skills and proficiency in MS Office (Word, Excel and PowerPoint), Windows file system, knowledge of various file formats, audio and video file editing/conversion and text file editing is required. A Bachelor's or advanced degree from an accredited college or university in computer technology, information management or a related field is preferred. Experience with Adobe Acrobat Pro and litigation support software, e.g. Case Map, Trial Director, Summation or their equivalents is preferred. Experience with other law office IT and litigation support software applications is highly desirable. Applicant must be detail oriented, have strong organizational skills, and be able to set priorities and meet critical deadlines. Applicant must also possess the ability to work in a team environment and communicate effectively both orally and in writing.

A bachelor's degree from an accredited college or university is required. The applicant must pass a background investigation. Applicant must be able to work flexible hours. The ability to speak, read and write Spanish is preferred.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

**Salary and Benefits** – Salary will be commensurate with experience. The position does include employee benefits including health and life insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds. Employment is subject to a satisfactory background investigation. All education, experience, training and certifications will be verified.

**How to Apply-** Qualified persons may apply by sending a letter of interest, resume and three references in pdf format to: [techapp@fdsdi.com](mailto:techapp@fdsdi.com) with subject line Litigation Support.

**Federal Defenders of San Diego, Inc. is an equal opportunity employer.**

Position Open until filled.

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