

National Litigation Support Team Position Announcement

Assistant National Litigation Support Administrator (ANLSA)

Closing Date: 5:00pm PDT on June 1, 2026

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) and the Northern District of California Federal Public Defender Office (N.D.CA-FPD), is accepting applications for the position of **Assistant National Litigation Support Administrator**.

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 eDiscovery 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 services program has staff offices in 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The NLST gets the opportunity and privilege to work with, and assist, CJA panel attorneys and Federal Defender Organizations (FDOs) from across the country.

Duties. This is a key leadership position. The ANLSA assists the National Litigation Support Administrator (NLSA) in the management and operations of the NLST and is responsible for:

- Directly supervising NLST staff, including assigning work, managing workload, providing feedback, and supporting professional development. This includes coaching and mentoring team members to foster a culture of customer service, transparency, accountability, and follow through on completing tasks.
- Serving as a point of contact for requests for assistance from CJA panel attorneys and FDO staff; assessing needs, developing action plans, and managing the NLST's active caseload.
- Assisting in the management of the NLST's national software and litigation support service contracts, including serving as or supporting the Contracting Officer's Representative (COR), and reviewing litigation support invoices.
- Facilitating the design and delivery of national and local training events, including workshops, webinars, and one-on-one sessions, for CJA panel attorneys and FDO staff on eDiscovery, search and review strategies, discovery management, and litigation support technology.
- Assisting in the team's evaluation of new technologies for use within FDOs and the CJA panel focused on eDiscovery review and management.

- Overseeing the NLST's project management system and statistical data tracking, including data used in reporting to the judiciary.
- Coordinating with National Information Technology Operations and Applications Development (NITOAD) branch in San Antonio, TX on technology security matters.
- Assisting the NLSA in preparing agenda items and supporting materials for the Judicial Conference Committee on Defender Services.
- Performing all other duties as assigned.

Requirements. To qualify for the position of ANLSA, a person must be a high school graduate or equivalent, and have at least three years of general experience, and five years of specialized experience preferably in a supervisory role. Some higher education may be substituted for experience. A bachelor's degree is preferred.

Specialized experience in the following areas is required: hands-on technical experience managing criminal eDiscovery productions in complex federal cases from the inception of a case through trial; demonstrated ability to use eDiscovery review platforms such as Relativity, Casepoint, Everlaw, or comparable tools; experience assessing litigation support needs and developing actionable workflows or project plans; experience delivering training to attorneys or other non-technical users on eDiscovery and litigation support technology, including Cellebrite and Axiom; knowledgeable with Windows and Mac operating systems; at least two years of experience working within a federal national project or program; and demonstrated experience developing and using project management software (such as Monday.com, Asana, or comparable tools). Must be able to exercise sound judgment, communicate effectively at an executive level, manage competing priorities, and work independently in a fast-paced environment. Some travel and occasional lifting of equipment up to 40 pounds required. Applicants must be U.S. citizens or otherwise eligible for federal employment.

Employment Status and Location. The NLST is one of several national projects within the Defender Services program. Team members are federal defender employees of the N.D.CA-FPD. The primary physical office for this position is in Oakland, California; full-time remote work will be considered for the right candidate. Candidates must reside within 30 miles of a major U.S. airport to facilitate required travel. The ANLSA is directly supervised by the NLSA and exercises direct supervision over NLST staff.

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).

Commitment to Diversity, Equity, & Inclusion. Our office values diversity, is committed to equity and

inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek a candidate who shares this belief and commitment. We embrace the unique contributions our employees can bring to the FPD because of their backgrounds, social identities, and lived experiences. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.

The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socio-economic circumstance. We especially encourage applications from members of the BIPOC community, people affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

Interviewing Non-Citizens and Offers of Future Employment. While non-citizens may be interviewed and considered for employment, employment offers will only be made to individuals who qualify under one of the exceptions set forth in 8 U.S.C. § 1324b(a)(3)(B). Usually, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or is a lawful permanent resident seeking U.S. citizenship as described here: <http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary> .

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

- A cover page listing, centered, your last name and first name in large bold font, and your current place of employment or employment status below your name.
- A brief cover letter explaining your interest in the position and your qualifications.
- A résumé.
- At least three professional references.

Applications that do not comply with these instructions will not be considered. Send all required documents as a single PDF to David Concepcion, Administrative Officer, at david_concepcion@fd.org. Applicants will only be contacted if selected for an interview. Applications must be received by 5:00 p.m. PDT on June 1, 2026.