

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

Position: Litigation Support Paralegal

Location: San Diego, CA

Application Deadline: June 5, 2026

Posted: May 22, 2026

Office Website: www.fdsdi.com

Salary Range: 11/1 \$85,307 to 14/10 \$186,785

Federal Defenders of San Diego, Inc. (FDSDI) is seeking a full-time Litigation Support Paralegal to join our Informational Technology team in the San Diego office. FDSDI is the Community Defender Organization for the Southern District of California, serving San Diego and Imperial Counties, and operates under the authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals who are unable to afford counsel.

The Litigation Support Paralegal plays a critical role in supporting attorneys, paralegals, and investigators in the management, analysis, and presentation of electronic discovery and other case materials. This position is responsible for processing and organizing large volumes of digital evidence, developing litigation databases, preparing trial exhibits and demonstratives, and providing in-court technology support and consultation during hearings and trials. The ideal candidate is highly organized, technically skilled, and enjoys working collaboratively in a fast-paced legal environment.

This is a full-time, in-person position based in our San Diego office.

Duties and Responsibilities:

Under the supervision of the Supervisory Computer Systems Administrator, the Litigation Support Paralegal will:

- Provide specialized litigation support services to attorneys and legal staff in all phases of case preparation, discovery management, and trial.
- Process, organize, index, and format electronic discovery and other case materials to support case analysis and trial preparation.
- Create and maintain document databases, indexes, transcripts, and images using litigation support applications.
- Administer databases, process electronic files, perform optical character recognition (OCR), and convert files into various formats.
- Digitize and edit audio and video files for use in case preparation and courtroom presentations.
- Assist attorneys, paralegals, and investigators with the production of discovery to clients, experts, and other authorized recipients.
- Develop graphic exhibits, demonstratives, timelines, and other visual presentations using software such as Microsoft Office, Adobe Acrobat, and related applications.
- Prepare exhibit images for courtroom presentation, including highlighting, enlarging, and comparing documents.
- Synchronize audio and video clips with written transcripts.

- Collaborate with trial teams to develop effective strategies for presenting evidence using courtroom presentation systems.
- Provide in-court technology support during hearings and trials and ensure the smooth operation of presentation equipment and software.
- Advise attorneys on the most effective use of exhibits and presentation tools.
- Use forensic tools (e.g., Cellebrite, Axiom, FTK) to review analyze and/or extract data from forensically captured digital devices.
- Train attorneys and staff on litigation support software and best practices.
- Maintain confidentiality and exercise sound judgment when handling sensitive and privileged information.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent required.
- Minimum of three years of general experience and two years of specialized experience in litigation support, information technology, paralegal work, or a closely related field.
- Advanced proficiency with Microsoft Office, Adobe Acrobat Pro, Windows file systems, and a variety of file formats.
- Experience processing and organizing electronic discovery, including audio, video, and large document collections.
- Strong technical, analytical, and problem-solving skills.
- Excellent organizational skills and the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills.
- Ability to work collaboratively in a team environment.
- Ability to maintain confidentiality and exercise sound judgment.

Preferred Qualifications:

- Bachelor's degree in computer technology, information management, criminal justice, paralegal studies, or a related field.
- Experience with litigation support and e-discovery tools such as Adobe Acrobat Pro, CaseMap, TrialDirector, dtSearch, IPRO Eclipse, Cellebrite, UFED4PC, Physical Analyzer, and similar applications.
- Experience providing courtroom technology support during hearings and trials.
- Spanish language skills (speaking, reading, and writing) are preferred.
- Experience using or researching AI tools in a legal or professional environment.

Salary and Benefits:

Salary will be commensurate with experience. The starting salary range is: JSP 11/1 (\$85,307) to JSP 14/10 (\$186,785). 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). This position is at will and is subject to the availability of funds. Employment is subject to a satisfactory background investigation. This position offers one day of telework per month. Full-time telework is not available.

Accessibility:

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact our Personnel Administrator at Kym_Bryant@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

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. In our hiring, we seek individuals who share this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Sammy Lopez, Supervisory Computer Systems Administrator
hire@fedsdi.com

Subject: Litigation Support Paralegal Position – San Diego

Hiring Timeline:

We value transparency in our hiring process and want applicants to know what to expect. Below are the key dates:

- **Application Deadline:** June 5, 2026 (priority consideration given to applications received by this date; applications will remain open until filled)
- **Interviews:** Conducted on a rolling basis
- **Anticipated Start Date:** On or around July 1, 2026 (tentative)