

Federal Defenders of NEW YORK, INC.

Job Announcement for: **Litigation Support eDiscovery Specialist**

Posted: July 1, 2026

Application Deadline: August 7, 2026

Salary Range: \$72,737-\$112,513 annually

Federal Defenders of New York (FDNY) is seeking applicants for a **Litigation Support eDiscovery Specialist** to join our Information Technology unit, stationed in our **Brooklyn** office. This is a full-time permanent position that will provide support to all users across our other office locations, including Central Islip, Manhattan, and White Plains.

Our Organization

FDNY is a nonprofit, community defender organization that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency, and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. A large part of our caseload involves immigration-related offenses, drugs, fraud, bank robbery, firearms, and internet-related crimes. We are looking for someone who is committed to equal justice and willing to fight vigorously for those accused of committing crimes.

Duties and Responsibilities

As a **Litigation Support eDiscovery Specialist**, you will be responsible for the collection, processing, and organization of discovery and case data. A strong background working with eDiscovery and experience in developing workflows for complex case files and discovery management is ideal.

Your other duties and responsibilities will include:

- The organization and management of case data, tracking productions, and document review preparation.
- Preparing data for discovery review platforms.
- Helping staff use discovery tools effectively and efficiently, including troubleshooting issues related to case and discovery data.
- Maintaining case documentation and accurate chain of custody.
- Following emerging trends in the eDiscovery field and planning new workflows to improve office process.
- Working with members of the IT and Litigation Support unit to support general needs of all staff and their work, providing desktop support, strong customer service, and communication skills.

Qualifications & Experience

- A bachelor's or professional degree from an accredited college or university in information technology, legal studies, paralegal studies, criminal justice, computer science, or a related field; or possess the equivalent professional experience.
- Are highly organized, with a minimum of two years of hands-on experience working in a litigation support capacity with a focus on eDiscovery.

- A proactive, solution-oriented self-starter who can organize and administer eDiscovery and litigation support platforms, including user permissions, and workspace setup.
- Familiar with electronically stored information, common discovery file formats, metadata, and load files.

Preferred Qualifications

- Prior experience in legal, investigative or litigation support environments or a related field.
- Additional technical and organizational experience in workflow automations, scripting, database management, and user training.
- Working knowledge of tools such as Relativity, Everlaw, DISCO, Casepoint, Concordance, iPro, Adobe Acrobat, Trial Director, or other similar products.
- Certifications in ACEDS CEDS, Relativity Certified Administrator, RelativityOne Review Pro, Nuix, CompTIA, or other similar vendor-specific credentials are a plus.

Benefits & Salary

The salary for this position starts at \$72,737 up to \$112,513. This range is consistent with the federal-pay scale guidelines and regulations. The salary is commensurate with the experience of the candidate as based within the range.

FDNY also offers excellent employer benefits, some of which include:

- Paid vacation and sick leave time
- Federal paid holidays
- Health insurance, including medical/dental/vision
- Group Life Insurance
- Flexible Spending Accounts
- Transit Subsidy Program & 403(b) retirement offerings
- Employee Assistance Program

All qualified applicants are encouraged to apply, as FDNY is dedicated to promoting a work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. Our office is committed to building a workplace that embraces different identities, voices, and worldviews—valuing equity and the richness of varied lived experiences.

Interested Applicants

To apply, interested applicants must electronically submit a single pdf document that includes their cover letter, resume and two references via [our application portal](#). All materials should be addressed to **James Curtis-Ward, Director of IT**, Federal Defenders of New York, 52 Duane St. New York, NY 10007. Phone calls and emails will not be accepted. The priority application deadline is August 7, 2026. Early submission is strongly encouraged.

Hiring Timeline

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

- Application Deadline: 08/07/2026; Application review will occur on a rolling basis until the role is filled. The receipt of application materials will not be confirmed by FDNY
- Interviews: Interviews will be conducted in-person or virtually via Zoom and/or Microsoft Teams. Please note that only applicants selected for an interview will be contacted.