

OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

Vacancy Announcement: Litigation Support Specialist

Office of the Federal Public Defender, 810 Broadway, #200, Nashville, Tennessee

Application Deadline: Open until filled, with preference to applicants who apply by May 12, 2021.

Position No. 2021-04

The Federal Public Defender for the Middle District of Tennessee is accepting applications for a full-time Litigation Support Specialist. This position will primarily support our Trial Unit, consisting of 12 attorneys. Our overall staff numbers approximately 50.

The Federal Public Defender's office operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A to provide representation in federal criminal matters in the federal courts. Our attorneys are zealous advocates, devoted to the defense of the indigent and enforcing the Bill of Rights.

JOB DUTIES: Litigation Support Specialists bring both technical skills and legal knowledge to provide specialized support to attorneys and case teams in all types of federal matters, including pre-indictment cases, trials, appeals, and habeas cases.



General responsibilities include:

- using database tools (Eclipse, CaseMap, Summation, etc.) to manage electronically stored information (ESI),
- working with load files to import data into databases, using forensic tools (Forensic Toolkit, Encase, Cellebrite) to capture and review data from forensically acquired digital devices (computers, servers, smartphones, tablets, NVRs, etc.),
- installing, troubleshooting, supporting, and training on litigation software tools and workflows for staff,
- presenting digital evidence in the courtroom using Trial Director,
- editing/converting audio and video files, including video files created by staff for submission to the court and/or for in-court presentation, and conducting social media investigations, and
- assisting in trials in federal court.

REQUIREMENTS: The qualified candidate must be a high school graduate or the equivalent. Post-secondary education in a related field (criminal justice, paralegal, computer science) is preferred. This person must have the requisite experience of least three years with litigation support applications and databases or comparable

education totaling a minimum of five years. One year of relevant experience may be substituted for each year of education. Preference will be given to applicants with state or federal criminal defense experience. Applicants should have a fundamental understanding of Windows, Mac, iOS and Android operating systems. Applicants must be proficient in working with databases (e.g., Eclipse, CaseMap, Summation, Relativity) and ingesting load files, tagging, and exporting content. Applicants must also be proficient with Office 365 applications (Word, Excel, Outlook, PowerPoint, OneNote, OneDrive), Adobe Acrobat, and dtSearch. Experience using forensic tools (FTK, Encase, Cellebrite, Axiom) to capture and review digital devices is a plus. Certifications in any of these forensic tools is preferred, but not required. The Litigation Support Specialist reports to and receives technical guidance from the Computer Systems Administrator.

SPECIAL WORKING CONDITIONS: Work outside normal business hours and on weekends is occasionally required. Travel for trainings or conferences is required. This individual must also occasionally lift and/or move up to 50 pounds.

SELECTION CRITERIA: The selected applicant must understand office confidentiality issues, such as attorney/client privilege, and the ability to exercise good judgment in a mature and diplomatic manner. Candidates must have a sufficient legal background, have strong oral and written communication skills, and a demonstrated knowledge of litigation support applications. Candidates must be able to work independently, be flexible, take initiative, and work well in teams. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship.

CONDITIONS OF EMPLOYMENT: The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are considered "at-will" employees, and are not covered by the Civil Service Reform Act. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

SALARY AND COMPENSATION:

Starting salary commensurate with experience and ranges from JSP 9 to JSP 12 (\$53,433 - \$100,739). For information on benefits, see <http://www.uscourts.gov/careers/benefits> Salary is payable only by direct deposit.

TO APPLY: If you truly enjoy the unique combination of the legal field and technology, you embrace challenges, and want to be part of a dedicated, resourceful, and committed criminal defense team, please e-mail a letter of interest, resume, and three references in one combined pdf document with the subject line **Litigation Support Specialist** to Federal Public Defender Henry Martin at HR_TNM@FD.ORG. Applicants not complying with instructions will not be considered. This position is open until filled with preference given to resumes received by May 12, 2021. No phone calls, please.

The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.