

**FEDERAL DEFENDER PROGRAM, INC.  
NORTHERN DISTRICT OF GEORGIA  
POSITION ANNOUNCEMENT  
LITIGATION SUPPORT SPECIALIST  
Atlanta, Georgia**

**THE FEDERAL DEFENDER PROGRAM, INC.** for the Northern District of Georgia is accepting applications for the position of Litigation Support Specialist. The Federal Defender Program, Inc. is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. We are not a government agency, and as such, are not government employees.

**APPLICATION DEADLINE:**

5:00 p.m. Monday, October 16, 2017

**SALARY/BENEFITS:**

Based on experience and qualifications in accordance with guidelines issued by the Defender Services Office. This is a full-time position with benefits including health insurance, paid vacation and retirement plan.

**DESCRIPTION OF DUTIES:**

Acts as litigation support and discovery specialist to process, organize, index and format discovery to assist the litigation team 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. Performs CJA multi-defendant case discovery coordination and copies for CJA panel members and maintains case discovery repositories. Other duties as assigned.

**POSITION REQUIREMENTS AND QUALIFICATIONS:**

A Bachelor's or advanced degree from an accredited college or university in computer technology, information management or a related field is preferred. Working knowledge of Windows operating systems, 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 preferred. Experience with Adobe Acrobat Pro is preferred. General familiarity with any litigation support software, e.g. Case Map, Trial Director, Summation or their equivalents is preferred but not required. Training in these applications will be provided. 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.

**APPLICATION PROCEDURES:**

All candidates must electronically submit a letter of interest, resume, salary history and three references in PDF format to the email address below. Phone calls will not be accepted regarding this position. Failure to follow these procedures will cause your application to be automatically declined. Only applicants selected for an interview will be contacted.

Email: [FDPGAN\\_Employment@fd.org](mailto:FDPGAN_Employment@fd.org)  
Subject Line: Litigation Support Specialist

**THE FEDERAL DEFENDER PROGRAM, INC IS AN EQUAL OPPORTUNITY  
EMPLOYER. MINORITIES ARE ENCOURAGED TO APPLY.**