

# **FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA**

## **POSITION ANNOUNCEMENT**

Litigation Support Specialist

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The Federal Public Defender is accepting applications for a Litigation Support Specialist. This is a full-time position located in Las Vegas, Nevada, but would serve the entire district of Nevada, headquartered in Las Vegas with a branch location in Reno.

Job duties would include, but would not be limited to: providing workflow and technical advice in the area of litigation support (*e.g.*, case management, electronic discovery, document management, and electronic courtroom presentation); gathering, organizing, analyzing and summarizing discovery material; assisting attorneys/case teams in determining litigation support requirements; communicating with attorneys/case teams to develop appropriate strategies to determine specific requirements for discovery and third party evidence collection, review, analysis, production, and presentation of case materials; recommending appropriate litigation support software and services; identifying proper tools for working with ESI and paper documents based on the complexity and the volume of data on a case-by-case basis; applying knowledge of the various aspects of litigation support dealing with paper and e-paper, including but not limited to, scanning, OCRing, logical unitization, objective coding, document review, load files, and production; applying knowledge of the various aspects of litigation support with courtroom presentations including, but not limited to, the use of courtroom presentation software, timeline and diagramming applications, and possessing the ability to set up and operate audio/video equipment; keeping current on all new developments in litigation support technology and recommending additions and modifications to current tools as necessary.

Applicants must be a high school graduate or the equivalent and have at least three years of experience in the legal field, preferably within the criminal law arena. Bachelor's degree is preferred. A high level of computer literacy is required. Applicants also should possess document review expertise, and the ability to analyze multiple litigation support platforms. Applicants must demonstrate the ability to handle multiple projects, be a team player, exercise good judgment, and communicate effectively.

To apply, send a cover letter, resume, writing sample and references via e-mail to:

**James Morgan**  
**Personnel Administrator**  
**411 E. Bonneville Ave., Suite 250**  
**Las Vegas, Nevada 89101**  
**e-mail: James\_Morgan@fd.org**

*The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.*