

# FEDERAL PUBLIC DEFENDER

NORTHERN DISTRICT OF CALIFORNIA

**JODI LINKER**  
*Federal Public Defender*

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## POSITION ANNOUNCEMENT

### PARALEGAL

*(Posted Sept. 2024)*

The Federal Public Defender for the Northern District of California is accepting applications for a full-time Paralegal to join our legal teams providing representation of indigent clients in federal criminal proceedings throughout the District. This role is instrumental in ensuring the zealous and effective advocacy for our defense efforts, contributing to our mission of upholding the constitutional right to counsel and the dignity of individuals who are accused or convicted of crimes and cannot afford their own lawyer.

### JOB DESCRIPTION

The Paralegal will work closely with interdisciplinary teams to provide comprehensive legal and administrative assistance at all stages of federal criminal proceedings. The paralegal must possess exceptional technological skills. The paralegal is responsible for organizing and analyzing discovery, maintaining well organized and searchable electronic case files, reviewing documents, and compiling and providing evidence summaries to attorneys and case teams, coding facts, and creating case databases, and providing litigation support at evidentiary and motion hearings, trials, and appeals. The paralegal will provide additional general support to case teams, including coordinating and providing information to experts. This position offers the opportunity to engage in meaningful work while developing specialized skills in federal criminal defense.

#### *Key Responsibilities*

**Case Management and Discovery Analysis:** Organize, format, index, review, and analyze complex discovery materials, including electronic documents and physical evidence, ensuring information is accurately summarized and accessible for attorneys utilizing litigation support software. Work with trial team to identify best methods and use of litigation support technology for the review, analysis, and organization of voluminous discovery, records, and electronically stored information (ESI). Assist trial teams with the creation and management of case databases. Create and maintain a searchable database (dtSearch) for network files across all three offices.

**Litigation Support:** Provide in-court support during evidentiary hearings and trials, including managing exhibits, assisting with courtroom technology, and ensuring that attorneys have all necessary materials. Assist attorneys, investigators, and other paralegals with matters for trial preparation using PC-based automation applications such as trial presentation software, databases, audio/video software and tools for audio/video graphics, spreadsheets, text editing, and presentation graphics. Provide technical troubleshooting assistance to staff on litigation support software. Engage in social media and dark web investigation using both forensic tools and advanced e-investigation techniques. Maintain an understanding of social media applications, trends, subpoena/warrant requirements, collection practices, and follow professional responsibility requirements of social media investigations. Providing training to trial teams on utilizing litigation support tools and best strategies for organizing and managing case discovery.

**Technological Competency:** Assist with the organization of complex, large volume discovery with a focus on the creation and administration of load file databases within document review platforms such as iPro Eclipse, Casepoint, Relativity, etc. Work with multimedia editing programs to edit, enhance, re-record, troubleshoot, and manage multimedia files. Assist with the creation of mitigation videos, and multimedia presentations for trials and evidentiary hearings (either rolling transcripts or audio/video with subtitles). Utilize cloud-based content management platforms such as Box, OneDrive, USAfx and Dropbox. Maintain proficiency and skill with digital forensics review tools such as Cellebrite Reader, Magnet AXIOM and FTK Imager. Keep current with changes in technology and digital evidence that impact federal criminal cases. Assist in getting pertinent information / discovery to experts, as necessary.

**Location, Travel & Flexibility:** This position will assist on cases in all three divisions, San Francisco, Oakland, and San Jose. There will be a designated duty station in one division (preference for which division can be discussed with the Defender), but the individual may be temporarily assigned to any of the three offices at the Defender's discretion. This position is subject to the office's telework policy, which allows for up to one day of remote work per week (subject to change). The role requires travel within the district, as well as occasional out-of-district and international travel for investigations, training, and litigation. All travel expenses will be reimbursed. The position may also involve varying work hours, including nights, weekends, and holidays.

## **REQUIREMENTS & QUALIFICATIONS**

To qualify for the position, candidates must have a Bachelor's degree from an accredited college or university and a minimum of three (3) years of specialized paralegal experience. Candidates should be proficient in using Adobe Acrobat, Microsoft Office 365 (MS Word, MS Excel, MS PowerPoint). They should also have excellent technology skills, particularly with litigation support software such as CaseMap, dtSearch, TrialDirector360, ReadySuite, and so on. Experience with e-discovery systems such as iProEclipse, Casepoint, and Relativity is a must. A thorough understanding of legal terminology, federal court procedures, and the rules governing evidentiary hearings, trials, and sentencing proceedings is essential.

The ideal candidate must possess strong analytical, oral, technological, and written communication skills, with proven experience in organizing, reviewing, and summarizing complex discovery and legal documents. The candidate should have a demonstrated ability to effectively engage with attorneys, witnesses, experts, and court personnel. The candidate should be able to work independently while also collaborating with the legal team in a fast-paced environment. Experience in federal court litigation or criminal defense is preferred.

The role requires the lifting, filing, and moving of physical and electronic files and supplies and extended periods of driving and traveling by car or airplane.

## **SALARY & BENEFITS**

Compensation is determined by the Judicial Salary Plan and will be commensurate with the candidate's experience, within a range from JSP- 11, to JSP-14, currently yielding a starting salary of \$90,310 to \$191,900 per annum. This position requires mandatory direct deposit for salary

payments. A comprehensive benefits package is provided. For more details on benefits available to federal judiciary employees, please visit: <http://www.uscourts.gov/careers/benefits>. This position may be subject to an FBI fingerprint and background checks. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

## APPLICATION PROCESS

To apply, please compile a single .pdf file including the following material:

- A plain face sheet, containing only your last name, first name, and the name of your current employer and/or your current employment status;
- A cover letter explaining your interest in the position;
- Your resume;
- Three professional references, including name, email address, and telephone numbers (*references will not be contacted until applicant is advised*); and,
- Provide a most recent sample of a Factual Case Chronology or Summary that you have written/developed

The complete .pdf file (application packet) should be named, “Last Name, First Name.” (e.g., *Doe, Jane.pdf*).

All applications must be submitted through the following link:

<https://ndcald.knack.com/applications#district-wide-para>

Applicants will only be contacted if selected for an interview. The position will remain open until filled with preferential review to applications received by October 10, 2024.

**Non-Citizen Applicants:** Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or a lawful permanent resident who is seeking U.S. citizenship as described here.

**THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to fostering a diverse and inclusive work environment. We believe in supporting people to do their best work and thrive as we build a diverse, equitable, and inclusive practice. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, age, sex, national origin, disability status, genetics, sexual orientation, protected veteran status, gender identity or expression, or any other characteristic protected by law.**