

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

PARALEGAL POSITION ANNOUNCEMENT

The Federal Defenders of San Diego, Inc., (FDSDI) has an opening for a full-time Paralegal in our San Diego office. FDSDI is a nonprofit organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such, are not government employees. FDSDI provides legal representation to indigent persons charged with federal crimes in the San Diego and Imperial Counties.

Job Description:

The Paralegal provides a full range of paralegal services to support the litigation and trial work needed by staff attorneys. General duties and responsibilities include, but are not limited to:

- Working with attorneys in all aspects of case preparation, including trials, sentencing and evidentiary hearings;
- Identifying legal issues and questions, interpreting rules and principles, and recommending actions. Submit written reports as needed;
- Identifying the best methods and use of litigation support technology for the review, analysis, and organization of voluminous discovery, records, and electronically stored information (ESI);
- Working with defense teams to develop and implement case strategies to meet the needs of each case. May initiate new areas of investigation;
- Summarize evidence for the defense team or for presentation in the courtroom;
- Preparing demonstrative evidence and exhibits for pleadings, hearings, and trials;
- Assisting attorneys at hearings, trials and sentencings using presentation software such as Trial Director and PowerPoint;
- Providing training to trial teams on utilizing litigation support tools and best strategies for organizing and managing case discovery;
- Interviewing, meeting with, and maintaining communication with clients to progress ancillary matters necessitated by the case; and
- Identifying and maintaining a database of subject matter experts. Interview experts and fact witnesses and coordinate testimony.

Required Qualifications:

- A Bachelor's degree, Associate's degree, or a Paralegal Certificate from an accredited school.
- Minimum of three (3) years of specialized paralegal experience and three (3) years of general experience.
- A working knowledge of legal terminology and court procedures.
- High level of computer proficiency, including a working knowledge of Adobe Acrobat, Microsoft Office Suite and Windows platform.
- Experience with document management or litigation support databases such as CaseMap, iPro Eclipse, dtSearch or Trial Director.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Excellent verbal and written communication skills.
- The ability to maintain a friendly, open, demeanor during periods of increased demand.

Preferred Qualifications:

- Experience editing and ingesting load files, tagging and exporting content.
- Experience with digital forensics review tools such as Cellebrite Reader, Magnet AXIOM, FTK imager, or XRY/XAMN viewer.
- Working knowledge of computer-assisted legal research tools such as LexisNexis and Westlaw.
- Bilingual (English/Spanish) fluency is a plus.

Salary/Benefits:

Salary will be commensurate with experience. Salary range: JS-11/1 starting at \$74,574 to JS-14/1 starting at \$125,600. Robust benefits and retirement packages offered.

Selected candidate will be subject to verification and employment depends on a successful background verification. All positions are at-will and subject to the availability of funds.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Kymerly Bryant, Personnel Administrator

CAS_Employment@fd.org

Subject: Paralegal Position – San Diego

Position open until filled. Please, no telephone inquiries.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.