

FEDERAL PUBLIC DEFENDER
 CENTRAL DISTRICT OF CALIFORNIA
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Vacancy Announcement

Position: Trial Paralegal
Location: Los Angeles, CA
Deadline: September 23, 2022

The Federal Public Defender’s Office for the Central District of California (FPD-CDCA) is accepting applications for a full-time trial paralegal. The trial paralegal will be stationed in the Los Angeles main office. The FPD-CDCA is committed to the client-centered pursuit of justice by advocating for the constitutional rights and inherent dignity of indigent individuals who are accused or convicted of crimes.

Job Duties: Trial paralegals provide a full range of support to attorneys in all types of federal matters, including pre-indictment cases, trials, appeals, and habeas cases. General areas of responsibility are noted below.

Paralegal Job Duties:	Software & Technical Responsibilities:
<ul style="list-style-type: none"> • Assisting attorneys in case preparation, including trials, sentencing and evidentiary hearings • Identifying the best technology for review and analysis of discovery and case material • Reviewing, analyzing, and organizing multi-faceted discovery • Analyzing, producing, and presenting reports and summarizing evidence for the defense team or for presentations in the courtroom • Creating, maintaining, and updating indices, chronologies, witness lists, witness files and documents • Working with defense teams to develop and implement case strategies to meet the needs of each individual case • Identifying and preparing documents for experts • Assisting attorneys and clients with bail processes • Attending meetings with clients in/out of custody 	<ul style="list-style-type: none"> • Using technology to analyze, present and communicate information to case teams. • Using database programs (e.g., Eclipse, CaseMap, Summation, Relativity) to manage and review electronically stored information • Editing and ingesting load files, tagging, and exporting content • Using digital presentation tools in the courtroom (e.g., Trial Director, PowerPoint) • Using forensic tools (e.g., Cellebrite, Axion) to review and extract data from forensically captured digital devices • Editing/converting audio and video files and working with proprietary video formats (NVRs, dash cam, pole cam, etc.) • Proficiency with Office 365 applications (Word, Excel, Outlook, PowerPoint, Teams, OneDrive), Adobe Acrobat, and dtSearch • Experience with online research databases (e.g., Westlaw, LexisNexis, and Accurint)

Requirements: All applicants must have an undergraduate degree and five (5) or more years of experience as a litigation paralegal preparing cases for trial and providing support during trial. Candidates must have an advanced technology background (training will be provided for all technology and software tools described above). A paralegal certificate from an ABA approved program is preferred but not required. Preference will be given to applicants with state or federal criminal defense experience. A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described [here](#).

Proof of COVID-19 vaccination will be requested of the candidate(s) selected for this position. Additional information regarding the office's vaccine policy will be provided to the selected candidate(s).

Selection Criteria: Candidates must have an interest in advancing the Federal Public Defender's mission of providing high quality criminal defense to indigent individuals; must keep up with emerging technology trends; have strong oral and written communication skills; be able to work independently, be flexible, and take initiative; and work well in teams.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. Click [here](#) for more information on benefits.

How to Apply: Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtémoc Ortega, Federal Public Defender, at Employment@fpdcdca.org with the subject line: **Trial Paralegal Application**. All application materials must be received by September 23, 2022, however, interviews will occur on a rolling basis and the open position may be filled before that date. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

The Federal Public Defender's Office for the Central District of California is committed to equal opportunity in the workplace. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.