

POSITION ANNOUNCEMENT ODS-LPTD -1-07
(Closing Date: August 20, 2007)

National Litigation Support Administrator

The Office of Defender Services Legal, Policy, and Training Division is accepting applications for the position of National Litigation Support Administrator (NLSA) with the Training Branch, a part of the Legal, Policy and Training Division in the Administrative Office of the U.S. Courts. While the position will be supervised by the Chief of the Training Branch, the duty location will be within a Federal Public or Community Defender Organization. The federal defender services program operates under the authority of the Criminal Justice Act, 18 U.S.C § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The federal defender program has staff offices in 178 locations throughout the continental United States , Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam.

Requirements. To qualify for the position, a person must be a high school graduate or equivalent and have at least 3 years general experience and 3 years specialized experience. Some higher education from an accredited college or university , preferably with concentration in computer or information management science or a related field, may be substituted for some required experience. Notwithstanding any educational substitution, specialized experience in the following areas is required: a working knowledge of the Criminal Justice Act and operations of Federal Defender Organizations; knowledge of, and the ability to effectively use, litigation support hardware and software; the ability to create and use databases to track cases and the location of government purchased property; experience teaching non-technical users on the effective use of litigation support applications; experience with complex case preparation and presentation, and public defender, law office, and court functions, processes, operations, and data and paper flow. Other highly preferred experience includes: experience with information technology, litigation support systems, web-based technology, federal procurement regulations, and contract negotiations; a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to read, analyze, and interpret common legal and technical journals and documents; the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; the ability to analyze and apply relevant policies and procedures to office operations; the ability to exercise good judgment in a mature and diplomatic manner; knowledge of computer programming and systems analysis or related subject-matter field; knowledge of computer forensics protocols, software, and practices; the ability to communicate effectively orally and in writing; the ability to recognize and analyze problems and recommend practical solutions; the ability to use the Internet, private on-line databases, and a personal computer.

Duties. The primary functions of the NLSA are to: (1) advise the federal judiciary, including courts, court staff, attorneys appointed under the Criminal Justice Act (CJA) (18 U.S.C. §3006(A)) [federal defender and panel attorneys], and the Administrative Office of the U.S. Courts (AO) on matters related to automated litigation support goods and services; (2) train and educate CJA counsel on the effective use of automated litigation support products; and (3) monitor the acquisition of automated litigation support products purchased pursuant to Judiciary

policy (Guideline 3.16 of Volume 7 of the *Guide to Judiciary Policies and Procedures*), and manage the return and distribution of those products.

Salary and Benefits. Starting salary will be fixed commensurate with experience and qualifications within a range from JSP 14 (\$79,115 to \$102,848) to JSP 15 (\$93,063 to \$120,981). The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position carries regular federal government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable by electronic funds transfer (direct deposit). For administrative purposes, the position will be attached to a Federal Defender Organization, but the employee's substantive work will be supervised by Chief of the Training Branch in the Office of Defender Services.

How to Apply. Qualified persons are encouraged to apply by forwarding a letter of interest (mentioning announcement ODS-LPTD-1-07) and a resume, including salary history, to Bob Burke, Chief, Training Branch, Office of Defender Services, Administrative Office of the U.S. Courts, One Columbus Circle, NE, Suite G-430, Washington, DC 20544. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case by case basis. To request a reasonable accommodation for any part of the application or interview process, contact Mr. Burke. Applications should be submitted by the closing date for this announcement, August 20, 2007.

Federal Defender Organizations and the Administrative Office of the U.S. Courts are equal opportunity employers