



Operation Lone Star Defense – Legal Technology Specialist (remote, Texas-based position)

Since March 2021, over ten thousand people have been arrested near the Texas-Mexico border and charged with state crimes under Operation Lone Star (OLS). The Lone Star Defenders Office (LSDO) is the indigent defense hub for OLS, and its goal is to ensure that all individuals charged as part of OLS receive the zealous representation that they are entitled to. LSDO is responsible for appointing counsel on each case, processing case documents, reporting programmatic and financial data to our funders and other stakeholders, and reviewing and processing vouchers related from contracted attorneys. The operation is a large and rapidly changing one. Everyone on the team works remotely.

LSDO is looking to hire a full-time, Texas-based Legal Technology Specialist to join our team. The Legal Technology Specialist is responsible for developing effective data and process methodologies to enable streamlining of workflows, reduction of operating costs, and boosting of efficiency. They will be responsible for architecting effective data models and pipelines for LSDO that will enable the extractions of robust programming intelligence and reporting of key performance indicators. They will be responsible for working closely across departments within LSDO, as well as with IT services, outside data vendors, and court and funding stakeholders. We're looking for someone who is passionate about our mission to provide high-quality defense to those being arrested at the border, as well as about bringing innovation into the criminal defense space to enhance our ability to achieve our mission. The start date would be January 2024.

Key Responsibilities:

- Work closely with Case Management team to develop an optimal system for appointment of counsel and make recommendations to LSDO leadership.
- Work closely with the Finance & Grants team to develop an optimal system for budget projection related to case and other liabilities.
- Work closely with Legal team to develop an optimal system for monitoring contract attorney performance and automating certain aspects of client support.
- Create dashboards and other data sharing systems to increase transparency as well as accuracy and efficiency of reporting.
- Develop internal organization processes and procedures for data management related to case data and contract attorney oversight.
- Identify and implement the use of machine learning, automation, database models, case management systems within LSDO to streamline workflows.
- Identify sources of procedural bottlenecks and potential technological solutions to reduce time-consuming processes.
- Develop an electronic vouchering system for panel attorneys that allows for programmatic reporting and ease of voucher review.
- Act as a liaison between funding, court, and external partners on issues related to data collection, processing and/or technology.

Qualifications:

- Graduation from accredited college or university. JD preferred.
- At least 3 years of experience in project management related to helping businesses or organizations develop technology systems to streamline workflows.
- Experience working in legal offices and experience with case management platforms like Legal Server or Tyler Odyssey, and electronic discovery review platforms preferred.
- Must be proficient in the following:
 - Microsoft Word, Excel, OneNote, Teams, SharePoint, Power Automate, Power Apps, AI Builder, Power BI, Forms, Power Point, and Office 365 licensing
 - Microsoft Azure, Databases, Integration, Storage, and licensing
 - Consumer workflow automation cloud platforms such as Zapier, IFTTT that interface with public APIs
 - Business Process Notation, Case Management Modeling Notation, Decision Management Notation, and Unified Modeling Notation
- Experience in data management and engineering, architecture and analysis.
- Ideal candidate will have experience with (1) maintenance of data pipelines and ETL/ELT processes and automations, (2) SQL languages, Java/Python programming languages, shell scripting, and (3) API management including REST, RPC, and SOAP.
- Excellent communication and teamwork capabilities
- Ability to work efficiently under pressure and meet tight deadlines
- Applicant should be passionate about criminal defense and immigration justice

Compensation:

- Salary starts at \$65,000 but is commensurate with experience and qualifications. We offer good benefits and a supportive work environment.

**For more information, visit www.olsdefense.org/getinvolved
To apply, send a resume, cover letter, and list of three references
to olsdefense@lsdefense.org**