

Position Announcement – Legal Assistant
Federal Defender Services of Idaho
Capital Habeas Unit

Federal Defender Services of Idaho, the Community Defender Organization serving the District of Idaho, is accepting applications for immediate hire for a full-time permanent Legal Assistant in the Boise Capital Habeas Unit. The unit currently includes four attorneys, three investigators, three paralegals and one administrative support staff.

Duties and Requirements: The Legal Assistant performs administrative and secretarial functions using Word and Microsoft Office, performs calendaring duties using Lotus Notes and sets appointments as authorized, screens and refers telephone and in-person callers, screens and routes incoming mail to appropriate destinations, maintains correspondence and filing, formats pleadings and briefs including generating tables of contents and tables of authorities, maintains document management using scanning, Case Logistix and other case management functions as assigned and manages voice and video libraries. Applicants with a legal or paralegal background preferred. Excellent computer and communication skills required. Must be able to manage many projects at once. The Legal Assistant must occasionally lift and/or move up to 25 pounds.

Qualified applicants must be a high school graduate, however college graduates will be strongly preferred. This position would be ideal for recent graduates from an accredited paralegal or criminal justice program. With the right candidate and excellent job performance, this position may offer future advancement to a paralegal position.

Starting salary range \$37,233-\$45,810 in accordance with the Judicial Branch Pay Scale and offers health care, retirement, and leave benefits. Women and minorities are encouraged to apply.

Application Instructions: No telephone or in-person inquiries. A letter of interest, resume and three references may be submitted via electronic submission:

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Application deadline: April 11, 2018