

**Position Announcement**  
**Federal Defender Services of Idaho**  
**Trial 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 Paralegal in the Boise Trial Unit. The unit currently includes six attorneys, three investigators, one paralegal and administrative support staff.

**Duties and Requirements.** The paralegal provides assistance in the representation of clients in federal criminal court proceedings. Candidates must have a strong legal research and writing background; have familiarity with all aspects of case preparation and file management; draft pleadings and correspondence; federal court CM/ECF and e-filing; cite checking, preparing exhibits and attachments for pleadings; assist with records collection; and discovery management. Excellent computer and communication skills are required.

Candidates must be a high school graduate or equivalent and college graduates will be strongly preferred. Candidates must have at least three years of general office/administrative experience and at least three years of specialized experience as a paralegal. Experience with Word, Adobe Acrobat, Microsoft Excel, Case Map, large document management systems (i.e. Summation, Trial Director, etc.) and Westlaw and Lexis is required.

**Salary and Benefits.** Annual salary based upon meeting qualifications and begins at a minimum of \$61,218. We offer health coverage, leave benefits, and a retirement plan. Federal Defender Services of Idaho is an equal opportunity employer. Women and minorities are encouraged to apply.

**Application Instructions.** No telephone or in-person inquiries. A letter of interest, resume and three (3) references may be submitted via electronic submission (preferred method), fax or mail to:

Kathleen Bozman, Administrative Officer  
702 West Idaho Street, Suite 1000  
Boise, ID 83702  
Fax: (208) 331-5525  
Kathleen\_bozman@fd.org

**Application Deadline:** April 15, 2018