

Position Announcement
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 Paralegal in the Boise Capital Habeas Unit. The unit currently includes four attorneys, three investigators, three paralegals and two administrative support staff.

Duties and Requirements. The paralegal provides assistance in the representation of death sentenced clients in federal habeas corpus proceedings. Candidates must have a working knowledge of both state and federal rules, across multiple jurisdictions; have familiarity with the federal court CM/ECF and e-filing; preparing drafts of letters and pleadings; preparing Table of Contents and Table of Authorities; cite checking, preparing exhibits and attachments for pleadings filed with various Courts; using CaseLogistix; assist with records collection through formal discovery in the courts and through informal discovery methods such as public records acts.

Candidates must be at least a high school graduate or equivalent and have at minimum three years of general office/administrative experience and three years of specialized experience as a paralegal. A college degree with relevant coursework will be preferred. Experience with Word, Adobe Acrobat, Microsoft Excel, CaseMap, large document management systems (i.e. Summation and Concordance) 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 to:

Nicole Brown, Branch Office Administrator
702 West Idaho Street, Suite 900
Boise, ID 83702
Fax: (208) 331-5559
nicole_brown@fd.org

Application Deadline: Applications will be accepted through May 4, 2018. Applications received within the first seven days of job posting receive priority. Incomplete applications (those without references or a letter of interest) ***will not be considered.***