

## **Position Announcement – Legal Assistant**

### **Federal Defender Services of Idaho**

#### **Pocatello Branch**

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 Pocatello Branch. The unit currently includes two attorneys and one paralegal/investigator.

**Duties and Requirements:** The Legal Assistant performs administrative and secretarial functions using Word and Microsoft Office, performs calendaring duties 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, maintains document management. Application with a legal/paralegal background and Spanish speaking will be given preference. Excellent computer and communication skills are required. Must be able to manage many projects at once. The Legal Assistant must occasionally lift and/or move up to 25 pounds.

Qualified applications 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 begins at \$37,233 but is based upon experience and 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. As letter of interest, resume, and three references may be submitted via electronic submission:

Federal Defender Services of Idaho

757 N. 7<sup>th</sup> Avenue, Pocatello, Idaho

Fax: (208) 478-6698

Email: [lisa\\_tolle@fd.org](mailto:lisa_tolle@fd.org)

Application Deadline: July 13, 2018

