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, four investigators, three paralegals and one 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 Case Logistix; assist with records collection through formal discovery in the courts and through informal discovery methods such as public records acts.

Candidates must be a high school graduate or equivalent and have at least three years of general office/administrative experience and three years of specialized experience as a paralegal. Experience with Word, Adobe Acrobat, Microsoft Excel, CaseMap, Westlaw and Lexis is required.

**Salary and Benefits.** Salary commensurate with experience; health coverage and 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:

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

**Application Deadline:** March 20, 2015