

# FEDERAL DEFENDER SERVICES OF WISCONSIN, INC.

LEGAL COUNSEL

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## POSITION ANNOUNCEMENT LEGAL ASSISTANT OR PARALEGAL Green Bay, WI

Federal Defender Services of Wisconsin, Inc. (FDSW), the community defender organization serving the Eastern and Western Districts of Wisconsin, is accepting applications for the position of **Legal Assistant OR Paralegal**. FDSW provides legal representation to defendants charged with federal crimes who are unable to afford counsel. We are a nonprofit corporation, funded by the Administrative Office of the United States Courts. FDSW is not an agency of the federal government and staff members are not federal employees.

**Requirements and Qualifications:** Preferred applicants should have a college degree, paralegal certificate or at least five years of relevant experience, preference given to prior experience in criminal defense and/or federal court. Applicants should also have strong analytical skills, including the ability to understand and manage complex factual and legal issues. Computer experience is required and proficiency in litigation support and case-management software is a plus. While the position will be based in Green Bay, we have offices in Milwaukee and Madison and assignment of tasks for all three offices is expected.

**Job Description:** The duties for this position include answering phones; word processing; providing case management support on complex cases; using litigation-support tools to analyze case materials; gathering and analyzing records relating to the offense and the client's life history; providing litigation support; and all other duties as assigned. Applicants must be flexible and willing to assist attorneys in crisis situations, as well as working with the attorneys in all aspects of case presentation. In summary, we want someone who works well with others and can help us provide superior representation for our clients.

Salary will start between \$41,365 - \$73,375 and is dependent upon experience, qualifications, and available funding. Pay is commensurate with experience. Women and minorities are encouraged to apply. FDSW is an equal opportunity employer. Send a cover letter, résumé and three (3) references to:

Staci M. Reynolds  
Administrative Officer  
WI\_employment@fd.org  
[www.fdswi.org](http://www.fdswi.org)

Applications must be **received** no later than November 19, 2018. **No telephone inquiries.** Only applicants selected for an interview will be contacted. More than one (1) selection may be made from this announcement. Future positions may be filled from this announcement.