



Federal Defenders of Eastern Washington and Idaho Position Announcement

Legal Assistant or Assistant Paralegal or Paralegal Spokane, WA

The position. The Federal Defenders of Eastern Washington and Idaho (FDEWI) is accepting applications for either a Legal Assistant or Assistant Paralegal or Paralegal, depending on experience, to be in the Spokane Office.

Who we are. We are a Community Defender Organization¹, making us a non-profit corporation funded exclusively by a grant by the Administrative Office of the United States Courts and operates under the authority of the Criminal Justice Act to provide defense services in criminal cases in federal court. We are not government employees, and our employment status is considered “at will.” The organization’s main office is in Spokane, Washington, with a branch office in Yakima, Washington.

What we value. We believe effective, holistic representation occurs when members of our staff have diverse backgrounds and experiences. This means that, in recruiting individuals to join our staff, we value (and embrace) the unique contributions you as the applicant can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity, sexual orientation, nation of origin, age, languages spoken, veteran’s status, religion, disability, and economic status. We welcome those who seek such an environment to apply.

Position Description. Provides support services to three or more attorneys and is responsible for all aspects of case preparation and file management, drafting pleadings and correspondence, managing and organizing discovery, calendaring, collecting and organizing records and various other duties necessary to support the attorneys and investigators.

Paralegal duties also includes: (1) performing legal research utilizing available resources, i.e. computer-assisted legal research tools; and (2) providing litigation support working with the team to understand substantive issues of the case so that the most effective tools can be identified and used; to work closely with ACSA on workflow and management of discovery using appropriate software; and assist with technology in court if needed.

Applicants must be technologically savvy as we are a paper-light office with cases stored digitally, utilizing Outlook for calendaring deadlines/court hearings and federal pleadings

¹ See 18 U.S.C. § 3006A(g)(2)(B).

filed using CM/ECF. Knowledge of the criminal legal system to include federal district and appellate rules and protocols for CMF/ECF e-filing in appellate and federal criminal cases is preferred. Law office experience and adherence to confidentiality is required.

The ideal candidate must believe in this office's mission to protect the constitutional interests of our indigent clients and communicate with them in a professional and respectful manner.

This position is in the office, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Duties & Responsibilities: Must be a high school graduate or equivalent and have at least four (4) years of experience, i.e. at least two years in public service or a business which provided a knowledge of office clerical procedures and at least two years working in a legal environment. Advanced computer proficiency in MS Word, Excel, Outlook and Adobe Acrobat is necessary. Applicants must have strong organizational skills, set priorities and meet critical deadlines. Applicants must be dependable, punctual, detail-oriented and able to multi-task. Applicants must also possess the ability to work in a team environment and communicate effectively both orally and in writing. Spanish language proficiency is preferred but not required.

Salary and benefits. This full-time position has a starting annual salary range for

Legal Assistant G/S 6-1 \$,45,409 to G/S 8-10 \$72,664; for Assistant Paralegal G/S 9-1 \$61,722 to G/S 9-10 \$80,243; and for Paralegal G/S 11-1 \$74,678 to G/S 12-10 \$116,969.

You will be eligible for benefits, including the following: 1) health; 2) vision; 3) dental; 4) life insurance/AD&D & long-term disability; 5) flexible savings account; 6) 403(b) Retirement Plan; 7) eleven paid federal holidays; 8) thirteen days of paid annual sick leave; and 9) thirteen days of paid annual vacation (the rate of paid vacation leave increases based on years of service). Salary is paid semi-monthly (mid-month and end-of-month) via direct deposit.

Anticipated start date Mid-August 2026

To apply. Please send a cover letter stating interested position, resume, and list of three professional references, to the following e-mail:

Email: wae_employment@fd.org
Subject Line: Legal Support-Spokane
Closing Date: Until Filled

No telephone calls. Only applicants selected for an interview will be contacted. The interview process will be discussed with selected applicants.

Current and future positions may be filled from this position announcement. Position subject to the availability of federal funding.

FDEWI is an equal opportunity employer. We encourage people of diverse backgrounds to apply.