



Federal Defender Services of Idaho (FDSI) is accepting applications for the full-time position of Legal Assistant in our Boise trial unit. FDSI operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

We have trial units in Boise and Pocatello and a capital habeas unit in Boise. FDSI is not an agency of the federal government, and our staff members are not federal employees. We are a not-for-profit Community Defender Organization. *See* 18 U.S.C. § 3006A(g)(2)(B).

JOB DESCRIPTION

The legal assistant works directly with paralegals and trial attorneys to provide essential litigation and case support, assisting with document management, maintaining the office-wide calendar, new case intake and coordination of court-related activities.

DUTIES

- Receive, screen, and refer telephone and in-person callers. Assist attorneys with client contact and answer.
- General inquiries according to office policy.
- Retrieve and deliver documents to the court.
- Perform legal assistant functions for multiple trial attorneys.
- Utilize advanced knowledge of legal terminology, word- and information-processing software.
- Understand federal rules and protocols for CMF/ECF e-filing in federal criminal cases.
- Edit and proofread initial drafts, perform cite checking, and prepare correspondence to clients.
- Review incoming mail and distribute appropriately.
- Assemble attachments and prepare documents for e-filing.
- Order transcripts as instructed by trial attorneys.
- Accurately and timely maintain Outlook calendar for assigned trial attorneys by posting/updating court deadlines and hearings.
- Perform a variety of other office, case, and attorney support duties as they arise.

REQUIRED QUALIFICATIONS

- A demonstrated commitment to and comfort working with diverse communities and with clients from a range of backgrounds.
- Excellent computer and communication skills are required; familiarity with Microsoft Office (MS Word, Excel and Outlook).
- Demonstrated, excellent organization and technology skills with a willingness and ability to learn new skills or software applications.
- The ability to set priorities, meet critical deadlines and multi-task.
- Strong interpersonal, written and verbal communication skills.

- High-school graduate or equivalent.
- At least 3 years of full-time work experience, or the equivalent.
- At least one year of which must be specialized experience relevant to this position.
- Completion of a Bachelor's degree, subject to certain requirements, may be substituted for one year of specialized experience.
- The Legal Assistant must occasionally lift and/or move up to 25 pounds

PREFERRED QUALIFICATIONS

- College graduate; ideal for recent graduates from an accredited paralegal or criminal justice program.
- Bilingual (English-Spanish) language skills.
- A demonstrated interest in and/or commitment to indigent criminal defense.
- Familiarity and skill with other relevant applications such as CaseMap, PowerPoint, Adobe Acrobat Professional, Lexis/Nexis, Westlaw, etc.
- Legal secretarial experience preferred, ideally in the federal court system.

CONDITIONS OF EMPLOYMENT

- Selected candidate must pass a background check
- Employees are “at-will” and are not covered by the Civil Service Reform Act
- Employment is provisional pending satisfactory completion of a year probationary period
- Employees may not engage in other full-time employment without written consent from the Executive Director
- Work hours for this position will be Monday-Friday, 8am-5pm.

SALARY AND BENEFITS

Salary will be commensurate with experience. Salary range: Judicial Pay Scale (JSP) 6-8, \$45,409-\$72,644, health coverage, and retirement plan.

APPLICATION DEADLINE

Position open until filled, but priority will be given to applications received by August 31, 2026.

TO APPLY

Submit an electronic PDF resume including cover letter and three references at:

<https://jobs.gusto.com/postings/federal-defender-services-of-idaho-inc-legal-assistant-0ad38ecd-208c-4940-a0ec-6057f14c6962>

FDSI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.