

FEDERAL DEFENDER SERVICES OF WISCONSIN, INC.

Craig W. Albee, Federal Defender
Krista A. Halla-Valdes, First Assistant

411 East Wisconsin Avenue
Suite 2310
Milwaukee, Wisconsin 53202

POSITION ANNOUNCEMENT LEGAL ASSISTANT/ASSISTANT PARALEGAL Milwaukee, Wisconsin

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/Assistant 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. The FDSW office environment is collaborative, positive and client-centered.

Job Description: The legal assistant/assistant paralegal is an integral member of our legal staff and provides secretarial, clerical and litigation support to our FDSW attorneys and staff, including, but not limited to:

- Editing and proofreading motions, briefs and other documents
- Executing and managing of electronic court filings
- Preparing correspondence and pleadings for attorneys
- Maintaining attorney calendars
- Arranging meetings or telephone calls between attorneys and clients
- Receiving and routing incoming telephone calls
- Receiving and routing incoming mail, and sending outgoing mail
- Organization, review, and electronic management of discovery
- Gather, review, and maintain various records
- Delivering and collecting documents from courthouse
- Performing other secretarial and paralegal functions as assigned

Requirements and Qualifications: Preferred applicants should have at least three years of relevant experience. Applicants should also possess the following:

- Meticulous attention to detail and high level of analytical and organizational skills
- Interest in indigent criminal defense and compassion for our clients
- Comprehensive knowledge of office protocols, secretarial processes and legal terminology
- Strong proofreading skills
- Ability to prioritize, multitask and meet critical deadlines
- Dependable and responsible
- Ability to work independently and take initiative while also being a meaningful contributor to the team
- Effectively communicate with assigned attorneys, clients, co-workers, outside agencies, court personnel, and the public

- Adaptable to change, and ability and willingness to learn federal district and circuit court rules and protocols
- Proficiency in Microsoft Office, including Word and Outlook, and Adobe software
- Experience in criminal litigation, and with CM/ECF and electronic case filings is a plus
- Spanish speaking a plus

Salary is commensurate with qualifications and experience with a range of \$42,601 to \$83,918.

Benefits include health insurance, 403(b) plan contribution, life insurance, etc. Direct deposit of pay is required. All positions are at-will and are subject to the availability of funding. FDSW is an equal opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

Please send a single PDF document which includes a cover letter, résumé and three (3) references to:

wie_employment@fd.org

Subject Line: **Legal Asst/Asst Paralegal Milwaukee**

Applications must be **received** no later than February 25, 2026. 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.