

# 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 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 a full-time **Legal Assistant**. 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 is an integral member of our legal staff and provides secretarial and clerical support to our FDSW attorneys and staff, including, but not limited to:

- Receiving, screening and routing incoming telephone calls
- Greeting visitors
- Processing incoming mail and preparing outgoing mail
- Maintaining attorney calendars and support attorneys in managing deadlines
- Maintaining client files and case-related records
- Drafting, typing, formatting, and editing legal pleadings and correspondence
- Arranging meetings or telephone calls between attorneys and clients
- Executing and managing of electronic court filings
- Organization, review, and electronic management of discovery
- Gather, review, and maintain various records
- Delivering and collecting documents from courthouse
- Performing other secretarial 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 computer, typing and proofreading skills
- Ability to prioritize, multitask and meet critical deadlines
- Dependable, reliable and responsible
- Ability to work independently and take initiative while also being a meaningful contributor to the team
- Effectively communicate with 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 \$47,488 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 Assistant**

Applications must be **received** no later than May 8, 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.