



Federal Defender Services of Idaho (FDSI) is accepting applications for the full-time position of Paralegal 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. The Boise trial unit is currently staffed by nine attorneys, two mitigation specialists, one investigator, two paralegals, an interpreter/paralegal, and support staff. 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 paralegal works directly with trial attorneys to prepare and support federal criminal cases from initial appearance through sentencing and appeal.

#### **Case Preparation and Investigation**

- Review, analyze, and organize discovery, including voluminous records and electronically stored information (ESI)
- Identify gaps in discovery and recommend areas for further investigation
- Identify legal issues and questions, interpret rules and principles, and recommend actions
- Summarize testimony, evidence, and records for use in court

#### **Trial and Hearing Support**

- Prepare demonstrative evidence and exhibits for pleadings, hearings, and trials
- Assist attorneys during trials, sentencings, and evidentiary hearings using Trial Director, PowerPoint, and other litigation software

#### **Case Management**

- Monitor and track court deadlines and filing requirements
- File motions and pleadings in CM/ECF
- Maintain communication with clients and their families regarding case status and logistics

#### **Technology and Training**

- Recommend and implement litigation support tools for each case
- Train attorneys and defense teams on case management software and best practices for organizing complex discovery
- Maintain databases of experts, resources, and case materials

**REQUIRED QUALIFICATIONS**

- A Bachelor's degree, Associate's degree, or a Paralegal Certificate from an accredited school
- Minimum of three (3) years of specialized paralegal experience and three (3) years of general experience
- A working knowledge of legal terminology and court procedures
- High level of computer proficiency, including a working knowledge of Adobe Acrobat, Microsoft Office Suite, and Windows platform
- Experience with document management or litigation support databases such as CaseMap, iPro Eclipse, dtSearch or Trial Director
- Multitasking and time-management skills, with the ability to prioritize tasks
- Excellent verbal and written communication skills
- The ability to work collaboratively under pressure

**PREFERRED QUALIFICATIONS**

- Experience editing and ingesting load files, tagging and exporting content
- Experience with digital forensics review tools such as Cellebrite Reader, Magnet AXIOM, FTK imager, or XRY/XAMN viewer
- Working knowledge of computer-assisted legal research tools such as LexisNexis and Westlaw

**CONDITIONS OF EMPLOYMENT**

- Selected candidate must pass a background check
- Employees are "at-will" and are not covered by the Civil Service Reform Act
- This position is eligible for overtime pay
- 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

**SALARY AND BENEFITS**

Salary will be commensurate with experience. Salary range: Judicial Pay Scale (JSP) 11-14, \$74,678-\$125,776, health coverage, and retirement plan.

**APPLICATION DEADLINE**

Position open until filled, but priority will be given to applications received by February 28, 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-paralegal-675af7e0-eb19-4e50-bd62-1d65ecf0ed45>

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

*Position subject to available funding*