



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-\$163,514, health coverage, and retirement plan.

APPLICATION DEADLINE

Position open until filled, but priority will be given to applications received by April 17, 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-52ed8bb6-7858-4949-bbfc-e97a9d7d37d7>

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