

Boise Trial Unit, Paralegal Federal Defender Services of Idaho, Boise Headquarters

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 eight attorneys, two mitigation specialists, one investigator, two paralegals, one assistant paralegal, 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 provides a full range of paralegal services to support the litigation and trial work needed by staff attorneys. General duties and responsibilities include, but are not limited to:

- Working with attorneys in all aspects of case preparation, including trials, sentencing and evidentiary hearings;
- Identifying legal issues and questions, interpreting rules and principles, and recommending actions. Submit written reports as needed;
- Identifying the best methods and use of litigation support technology for the review, analysis, and organization of voluminous discovery, records, and electronically stored information (ESI);
- Working with defense teams to develop and implement case strategies to meet the needs of each case. May initiate new areas of investigation;
- Summarize evidence for the defense team or for presentation in the courtroom;
- Preparing demonstrative evidence and exhibits for pleadings, hearings, and trials;
- Assisting attorneys at hearings, trials and sentencings using presentation software such as Trial Director and PowerPoint;
- Providing training to trial teams on utilizing litigation support tools and best strategies for organizing and managing case discovery;
- Interviewing, meeting with, and maintaining communication with clients to progress ancillary matters necessitated by the case; and
- Identifying and maintaining a database of subject matter experts. Interview experts and fact witnesses and coordinate testimony.

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 maintain a friendly, open, demeanor during periods of increased demand.

Preferred Qualifications:

- Bachelor's degree.
- 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.
- Bilingual (English/Spanish) fluency is a plus.

The selected candidate will be subject to a comprehensive background check or investigation and subsequent favorable suitability determination for employment. Employees of the Federal Defender Services of Idaho are considered "at-will" employees and are not covered by the Civil Service Reform Act. This position is not overtime exempt. Employment will be provisional and contingent upon the satisfactory completion of a 180-day probationary period. Employees of this program may not engage in other full-time employment without express written consent from the Executive Director.

Salary/Benefits:

Salary will be commensurate with experience. Salary range: (Judicial Pay Scale (JSP) 11-14, \$69,107 - \$116,393), health coverage, and retirement plan. All positions are at-will and subject to the availability of funds.

Application deadline: Position open until filled – priority will be given to applications received by June 16, 2023.

To apply: Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Kelsey Hire, Administrative Officer
Federal Defender Services of Idaho
idx_administration@fd.org

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