

# THE FEDERAL DEFENDERS OF MONTANA



## Position Announcement

### PART-TIME PARALEGAL

The Federal Defenders of Montana, Inc. (FDOM), the community defender organization serving the State and District of Montana, is soliciting applications for the position of Part-Time Paralegal to be stationed at our Billings Branch Office. FDOM is a nonprofit corporation, funded by the Administrative Office of the United States Courts. The organization is not an agency of the federal government; staff members are not federal employees. FDOM provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

Applicants must have at least 5 years experience performing paralegal and/or research duties which required discretion and independent judgment in the application of specialized knowledge of laws, regulations, and precedents, preferably in complex civil or criminal litigation. The Part-time Paralegal will assist in case preparation; interview witnesses; collect, analyze and evaluate evidence; review *Jencks* Act material in preparation of trial; coordinate defense witness testimony; prepare exhibits for introduction in court; locate and interview expert witnesses; appear in court during hearings/trial and otherwise provide support for trial attorneys. Applicants must be able to write clearly and communicate interrelated concepts and ideas effectively since the Part-time Paralegal will be expected to draft legal pleadings including motions, briefs, voir dire and jury instructions. An extensive knowledge of Windows®-based word processing and computer assisted legal research programs is necessary. Juris Doctorate or Paralegal Certificate from ABA-approved program preferred.

This position is subject to the availability of funds. Salary is dependent on experience and qualifications. Women and minorities are encouraged to apply. The Federal Defenders of Montana, Inc., is an equal opportunity employer and maintains a drug-free work place. Applications must be postmarked no later than May 18, 2007. No telephone inquiries.

Please send a cover letter and resume to:

Paralegal Selection Committee  
P.O. Box 3547  
Great Falls, MT 59403