

THE FEDERAL DEFENDERS OF MONTANA

ANTHONY R. GALLAGHER
FEDERAL DEFENDER

MARK WERNER
DEPUTY FEDERAL DEFENDER

MICHAEL DONAHOE
SENIOR LITIGATOR

HEADQUARTERS OFFICE
104 SECOND STREET SOUTH, SUITE 301
P.O. BOX 3547
GREAT FALLS, MONTANA 59403-3547
(406) 727-5328
FAX (406) 727-4329
MONTANA ONLY (800) 823-5328

ASSISTANT FEDERAL DEFENDERS
STEVEN BABCOCK - Billings
DAVID MERCHANT - Billings
DAVID NESS - Great Falls
EVANGELO ARVANETES - Great Falls
R. HENRY BRANOM Jr. - Great Falls
JOHN RHODES - Missoula
ANDREW NELSON - Missoula

RESEARCH ATTORNEY
JESSICA WELTMAN - Missoula

March 16, 2010

Position Announcement

PART-TIME LEGAL SECRETARY

The Federal Defenders of Montana, Inc. (FDOM), a community defender organization serving the State and District of Montana, is soliciting applications for a permanent, part-time Legal Secretary in its Missoula 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.

The part-time Legal Secretary will be stationed at the Missoula Branch office. Duties will include, but are not limited to: performance of the full range of legal secretarial functions; preparing documents for electronic filing in the U.S. District Court, District of Montana and the Ninth Circuit Court of Appeals; receiving, screening and referring telephone and in-person callers; screening, routing and/or handling incoming mail; preparing correspondence for attorneys; maintaining court and attorney calendars; arranging meetings between attorneys and clients; organizing case files and handling case management functions as assigned; and other duties as assigned.

To qualify for the position of Legal Secretary, a person must be a high school graduate or the equivalent with a minimum of two years of general office experience and two years of legal secretarial experience. Knowledge or understanding of computer research programs. Computer experience with Windows-based software programs, including WordPerfect® for Windows®, is required.

Starting hourly pay range is \$16.73 to \$20.58, dependent on experience, qualifications, education and available funding. Qualified persons are invited to apply by sending a resume, cover letter and a list of at least three references, by April 9, 2010, to:

Tory Imbrescia-Lightbourne
The Federal Defenders of Montana, Inc.
P.O. Box 3547
Great Falls, MT 59403-3547

No telephone inquiries, please.

The Federal Defenders of Montana, Inc. is an Equal Opportunity Employer.