

Position Announcement

CLERICAL ASSISTANT

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 Clerical Assistant 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.

POSITION REQUIREMENTS:

High school diploma and at least one year work experience. Candidates must be self-starters, dependable, organized, enterprising and able to work independently and well under the pressure of deadlines. Attention to detail is essential. Ability to exercise good judgment in a mature and diplomatic manner.

DESCRIPTION OF DUTIES:

Provide assistance to attorneys, investigators and paralegals in the representation of federally charged clients. Duties include, but are not limited to, answering phones, locating and retrieving documents, information, and records from outside sources. Word processing, organizing discovery, legal correspondence, copying, scanning, filing, and other duties as assigned.

Starting salary range is \$31,208 to \$43,251 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 received no later than January 14, 2021. No telephone inquiries. Only those applicants granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement.

Application Process: To apply, email your cover letter, resume, and references to mtx_employment@fd.org in a single Adobe PDF file using the subject line "MTX-CLERICAL".