

THE FEDERAL DEFENDERS OF MONTANA

ANTHONY R. GALLAGHER
FEDERAL DEFENDER

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DEPUTY FEDERAL DEFENDER

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

POSITION ANNOUNCEMENT

Senior Legal Assistant

Federal Defenders of Montana, the community defender organization serving the State and District of Montana, is soliciting applications for the position of Senior Legal Assistant in its Helena Branch Office.

Duties will include, but are not limited to: legal secretarial support for two attorneys and one investigator; branch office case and panel management; legal office systems development and maintenance, including weekly office calendar and filing system; phone reception and public contact; liaison activities with defender organization headquarters; a working knowledge of law office operations, legal practices, methods and techniques, on-site computer network backup, and enforcing administrative policies and procedures. An understanding of criminal law and criminal procedure is preferred. Computer experience, preferably with Windows-based and Microsoft Office software programs, is required. To qualify for the position of Senior Legal Assistant, a person must be a high school graduate or the equivalent with a minimum of six years experience (two years of general experience and four years of specialized experience).

Only those applicants granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement. Annual salary is \$50,598 or greater, dependent on experience, qualifications, education and funding. Women and minorities are encouraged to apply. Federal Defenders of Montana is an equal opportunity employer.

No telephone inquires, please. Send cover letter, resume, and three references to:

Tory A. Combs
Administrative Officer
50 W 14th Street, Suite 1
Helena, MT 59601

Applications must be received no later than February 16, 2018.