

**Federal Defenders of Eastern Washington and Idaho
Position Announcement**

**Case Management Assistant
With Receptionist Duties
Spokane, Washington**

Federal Defenders of Eastern Washington and Idaho is now accepting applications for a **Case Management Assistant** position in **Spokane, Washington**. The primary practice areas are before the U.S. District Court for the Eastern District of Washington and United States Court of Appeals for the Ninth Circuit. This organization litigates cases in four locations: Richland, Yakima, and Spokane, WA (all in the Eastern District of Washington); and Coeur d'Alene, ID (District of Idaho). The organization's main office is in Spokane, Washington, with a branch office in Yakima, Washington.

Federal Defenders of Eastern Washington and Idaho is the Community Defender Organization (*see* 18 U.S.C. § 3006A(g)(2)(B)) for the Eastern District of Washington and the Northern District of Idaho. The organization is a non-profit corporation funded by a grant from the federal government. Employees of Federal Defenders of Eastern Washington and Idaho are considered “at will” and are not government employees. The organization provides defense services in federal criminal cases and related matters appointed by the court.

Job Description: The Case Management Assistant (CMA) utilizes Defender Data software program to compile, analyzes and maintain case statistics with particular responsibility for the accurate opening and closing of case files, reviewing and finalizing the monthly staff timekeeper, preparing regular and special statistical reports, and preparing weekly caseload reports for attorneys and investigators. The CMA also maintains archived closed case files.

In addition, the CMA provides a variety of front-desk and clerical support including, but not limited to, receiving, screening and directing telephone calls from an 8-line phone system; greeting visitors, keeping track of staff arrivals, departures and destinations on an Electronic In-n-Out Board; creating daily court calendar, answering general inquiries to members of the general public, court personnel and attorneys; handles incoming mail/deliveries and processes outgoing mail; ordering office supplies; and performs other duties as assigned.

The ideal candidate must believe in this office’s mission for protecting the constitutional interests of our indigent clients and communicate with them in a professional and respectful manner. This position is Monday through Friday, 8:00 a.m. to 5:00 p.m.

Requirements & Qualifications: Must be a high school graduate or equivalent and have at least three (3) years of experience in public service or a business which provided a knowledge of office clerical procedures. Higher education is preferred.

Computer proficiency in MS Word and Excel, and Adobe Acrobat. Applicant must have strong organizational skills, set priorities and meet critical deadlines. Applicant must be dependable, punctual, detail-oriented and able to multi-task. Applicant must also possess the ability to work in a team environment and communicate effectively both orally and in writing. Spanish language proficiency and law office experience is preferred but not required. Must be fully vaccinated.

This office believes true excellence is achieved through collaboration between people of diverse perspectives and shared respect. We therefore ask any who share these beliefs apply for this position.

Salary/Benefits: This is a full-time position. Salary is commensurate with qualifications and experience. Benefits are provided, and salary is payable by direct deposit.

To Apply: Send Resume with letter of interest and 3 references by electronic submissions in PDF format only to:

Email: wae_employment@fd.org

Subject Line: CMA-SP

No telephone calls: Only applicants selected for an interview will be contacted. The interview process will be discussed with selected applicants.

APPLICATION DEADLINE: Open until filled.

Applications received after this date may be considered if position has not been filled. Current and future positions may be filled from this position announcement. Position subject to the availability of federal funding.

FDEWI is an equal opportunity employer. We encourage people of diverse backgrounds to apply.