

# FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF NORTH CAROLINA

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## Position Announcement PARALEGAL

Office of the Federal Public Defender  
Western District of North Carolina (Charlotte Office)

**THE FEDERAL PUBLIC DEFENDER**, Western District of North Carolina, is accepting applications for the position of paralegal to be stationed in the Charlotte office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Requirements.** To qualify for the position of paralegal, applicants must be a high school graduate or equivalent and must have a minimum of six years of related experience (three years of general and three years of specialized). Education above high school level in accredited institutions may be substituted for general experience. Applicants must be a U.S. citizen or eligible to work in the U.S. Appointment is subject to a satisfactory background investigation, including an FBI fingerprint check.

**Duties.** A paralegal must be able to provide a full range of paralegal and mitigation services to staff attorneys on a variety of cases (e.g., white collar fraud, firearms, drug possession, and child pornography), including but not limited to: conduct legal research and writing; draft pleadings, comprehensive reports, sentencing documents, and correspondence; retrieve and analyze social history documents; video, edit, and finalizing sentencing mitigation videos, assist in every aspect of case preparation and file management, assist with client communications, coordinating witnesses for trial and hearings, conduct interviews, develop and maintain research banks and assist with panel training. While this position is located in the Charlotte Office, the successful candidate will have organization-wide responsibilities which may require regular travel to the Asheville Office as well as within and outside of Western North Carolina.

**Selection Criteria.** As this office is a paper-light working environment, strong office automation skills are desirable, including experience with maintaining electronic case files, scanning, and utilizing document management and conversion software. Specialized experience in Litigation Support, and with automated litigation support tools, and related technologies are a plus. Ability and desire to work well with a wide variety legal staff with differing needs and experience. Strong organization skills, ability to work independently and multi-task effectively.

**Salary and Benefits.** Starting salary will be commensurate with experience and qualifications of the applicant, within a range from Grade level 11, Step 1 to Grade level 14, Step 1. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include the same benefits as other federal government employees including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by forwarding a letter of interest (mentioning which office you are applying for) and résumé to: [WDCApplication@fd.org](mailto:WDCApplication@fd.org). No phone calls, please. For applicants with disabilities, this organization provides reasonable accommodations which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, please submit the request in writing to [WDCApplication@fd.org](mailto:WDCApplication@fd.org).