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January 25, 2021

**Position Announcement  
Paralegal (Capital Habeas Unit)  
Charlotte, North Carolina**

The Federal Public Defender for the Western District of North Carolina is accepting applications for a Paralegal in the newly-created Capital Habeas Unit (“CHU”) for the Fourth Circuit.

This regional CHU will represent indigent prisoners under state and federal sentences of death imposed within the Fourth Circuit’s appellate jurisdiction. The bulk of our caseload will be in the United States District Court for South Carolina, the three United States District Courts for North Carolina, the Fourth Circuit’s Court of Appeals, and the Supreme Court of the United States.

**Duties:** The person hired for this position will play an integral role in the development of our new CHU. The paralegal will assist in the full scope of our work, which includes all stages of federal habeas corpus proceedings, as well as stay litigation, method of execution challenges, and executive clemency. Core duties include: gathering, reviewing, summarizing, and indexing the numerous electronic and paper documents comprising the investigative files and court records relevant for our work; working with the Computer Systems Administrators to create and maintain electronic databases of those case records; maintaining internal dockets and calendars; assisting with the preparation of case-related forms, memoranda, and pleadings; and facilitating client contact and correspondence. The paralegal will work collaboratively with investigators and under the supervision of an attorney. We anticipate all members of a case team will contribute to discussions of case strategy. The position might require frequent travel and work outside of business hours, including weekends and holidays.

**Requirements:** The paralegal will be tasked with devising and implementing file management practices for the CHU. This position demands strong organizational skills, problem-solving, and attention to detail. Knowledge of federal court rules, practices, and case docketing is critical. Advanced proficiency in Microsoft

Word, Microsoft Outlook, Microsoft Excel, Adobe Acrobat and case-management software is required. At least three (3) years of previous experience with capital cases or other complex and document-intensive litigation is preferred. An affinity for teamwork is essential.

**Salary and Benefits.** Salary is commensurate with experience and qualifications. This is Excepted Service Employment with federal government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**Conditions of Employment:** All application information is subject to verification. Appointment to the position is contingent upon a background investigation, including an FBI fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; they are considered “at will” and can be terminated with or without cause.

**How to Apply.** Qualified persons may apply by forwarding a letter of interest and detailed résumé. Send completed application **in .pdf format** to: [WDNCapplication@fd.org](mailto:WDNCapplication@fd.org). No phone calls, please.

This organization provides reasonable accommodations for applicants with disabilities on a case-by-case basis. Please submit any request for accommodation as a .pdf document to [WDNCapplication@fd.org](mailto:WDNCapplication@fd.org).

Position announced January 25, 2021. **Applications received by February 19, 2021 will receive priority consideration.** Position open until filled.

The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A. **This program is an Equal Opportunity Employer. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, national origin, religion or disability. This program is committed to a diverse staff.**