



**FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF NORTH CAROLINA**

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Federal Public Defender

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Trial Unit Chief

**Position Announcement
Legal Assistant – Charlotte, North Carolina
Bilingual (English/Spanish) Preferred**

Posted: January 24, 2024

Closing date: Applications received by February 9, 2024, will receive priority consideration. The position will remain open until filled.

The Federal Public Defender for the Western District of North Carolina seeks a Legal Assistant for the Trial Unit in Charlotte, North Carolina.

About Us: Our mission is important: We are committed to excellence and the quest for justice of the indigent accused, focusing on our clients' needs with innovation, passion, and through dynamic advocacy.

Our office is based in [Charlotte](#), a compact and thriving city in the Carolina Piedmont. Charlotte offers expansive parks and greenways, premier theatre and concert venues, outstanding restaurants, professional sports, and an innovative public school system. It's also within easy reach of the Carolina coast and the Blue Ridge and Smoky Mountains.



Our vision is client-centered: Advocacy requires engaging with every aspect of our clients' lives. We will defend our clients with purpose, compassion, and courage; identifying inequities that deny them of freedoms, drive their prosecutions, and inflate their sentences. We will work to reform the criminal legal system that is too often blind to these realities. We will partner with those who serve our community to help secure a future for our clients and their families. And we will strive to provide aid to and set an example for the present and future generations of our professions.

We recognize that we cannot serve the distinct needs of our clients without assembling a diverse team of dedicated professionals who work and advocate collaboratively on their behalf. We welcome applicants of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, and status. We are committed to ensuring an inclusive and equitable workplace. Click [here](#) for more information about our office.

Job Description: This position provides legal secretarial and clerical support services for Charlotte Headquarters staff, including Assistant Federal Defenders.

The Legal Assistant performs tasks such as the following:

- Case management functions, including opening and closing files, assembling duty day folders, downloading case filings from the Federal Court's Electronic Case Filing (ECF) system, maintaining a Microsoft Excel spreadsheet for all assigned cases, and case file management.

- Calendaring functions, including maintaining and updating assigned attorneys' Microsoft Outlook calendars, calendaring future court dates and case deadlines published via the ECF system, and maintaining a shared Microsoft Outlook court calendar.
- Mailing functions, including maintaining individual postage accounts, weighing and addressing outgoing mail, and scanning incoming mail to client files.
- Case related correspondence and filing functions, including drafting letters to clients with updated court dates and case-related information, and filing notices in the ECF system.
- Phone coverage functions, including answering the office's mainline and directing calls to the appropriate employee. Receives, screens, and refers telephone and in-person callers. Answers general inquiries from knowledge of the defender organization's activities and program operations and obtains information from others as requested by the Assistant Federal Defender(s).
- Interpreting functions, including interpreting for client and witness meetings.



Requirements: To qualify for entry level, a person must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience; some higher education may be substituted for experience. Personal-computer skills, advanced word-processing skills and Spanish-language fluency are preferred; law office experience is preferred.

Salary and Benefits: Salary is commensurate with experience and qualifications. The current salary range for this position is JSP 6/1 at \$45,039 to JSP 8/10 at \$72,052 annually. This is an excepted service position with federal employee benefits, including health and life insurance and the Federal Employees Retirement System (FERS) pension, Social Security, and Thrift Savings Plan. We observe Federal holidays and provide generous annual and personal leave. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: The employee will be located in the Charlotte office full-time, less a reasonable telework schedule. All application information is subject to verification. Applicants must be United States citizens, or persons authorized to work in the United States. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check. A prior criminal conviction is not necessarily disqualifying. Employees are members of the judicial branch and considered "at will" employees. Travel by personal vehicle may be required.

How to Apply. Qualified persons should submit a letter of interest and résumé in .pdf format to:

Amanda Buckner, Personnel Administrator

WDNCapplication@fd.org

Subject: Legal Assistant - Charlotte

We welcome requests for accommodations from applicants with disabilities. Please submit any such requests to WDNCapplication@fd.org.

Interviews will be conducted in person or virtually.



The Federal Public Defender is an Equal Opportunity Employer