



**FEDERAL PUBLIC DEFENDER  
WESTERN DISTRICT OF NORTH CAROLINA**  
129 West Trade Street, Suite 300  
Charlotte, NC 28202  
(704) 374-0720  
Fax (704) 375-2287

**John G. Baker**  
*Federal Public Defender*

**Megan C. Hoffman**  
*First Assistant*

**Position Announcement  
Paralegal – Asheville, North Carolina**

**Posted:** February 2, 2026.

**Closing date:** Open until filled.

*The Federal Public Defender for the Western District of North Carolina seeks a Paralegal for the Asheville Trial Unit in Asheville, 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.

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. We have attached our office's Mission, Vision, and Values statements to this announcement.



This position is located in Asheville, North Carolina, a flourishing mountain city with an eclectic downtown, hundreds of studios and art galleries, a world-class culinary culture, a thriving live music scene, and awe-inspiring scenery and outdoor activities. The Asheville office of the Federal Public Defender is a branch office that serves the 18 furthest Western Counties of North Carolina south to the Tennessee and Georgia borders.

**Job Description:** The Paralegal works closely and collaboratively with a defense team made up of trial and appellate attorneys, investigators, and administrative staff to support clients at every stage of their federal case. The paralegal will also provide some support to our Appellate Unit. Job responsibilities will include:

- Discovery management, organization, and analysis, including the use of litigation support technology when necessary to organize large volumes of electronic discovery and digital evidence.
- Assisting in the preparation, editing, and filing of pleadings, motions and briefs.
- Drafting routine correspondence and certain stock motions and briefs.
- Preparing exhibits for hearings/trials/sentencing/appeals.
- Preparing and managing courtroom presentation.
- Providing calendaring and docket control support to the attorneys.
- Maintaining electronic casefiles and databases.
- Performing other paralegal, clerical or administrative duties, as assigned.



**Requirements:** A bachelor's degree from an accredited college or university or a paralegal certificate from an accredited paralegal program is required. Applicants should have prior experience managing discovery and providing in-court litigation support to attorneys. Prior criminal law experience is not necessary, but is preferred. As this office is paper-light, experience with maintaining electronic case files, scanning, and document management software is desirable. Experience with litigation support/case management software such as Box, Adobe, Eclipse, Everlaw or CaseMap is favored. The successful applicant will have good judgment, discretion, and maturity; the ability to communicate effectively with indigent clients, witnesses, colleagues, office staff and court personnel; a demonstrated ability to work both independently and collaboratively; and a commitment to the representation of indigent accused persons.

**Salary and Benefits:** Salary is commensurate with experience and qualifications. The salary band for this position is currently \$74,678 (JSP 11, Step 1) to \$163,514 (JSP 14, Step 10). 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 Asheville office full-time, less a reasonable telework schedule. All application information is subject to verification. Applicants must be United States citizens or eligible to work in the United States. Applicants must have a valid driver's license, vehicle, and motor vehicle liability insurance. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check. *A prior criminal conviction is not necessarily disqualifying.* Employees are members of the judicial branch and considered "at will" employees.

**How to Apply.** Qualified persons should submit a letter of interest and résumé **in .pdf format** to: [WDNCApplication@fd.org](mailto:WDNCApplication@fd.org) Subject: Paralegal – Asheville.

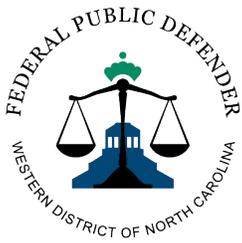
We also welcome requests for accommodation from applicants with disabilities. Accommodation requests may be submitted to Amanda Buckner at [wndcapplication@fd.org](mailto:wndcapplication@fd.org) or 704-374-0720.

Interviews will be conducted in person or virtually.

Multiple positions might be filled from this posting.

This position is subject to the availability of funds.

**The Federal Public Defender is an Equal Opportunity Employer**



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**Mission Statement**

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.

**Vision Statement**

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.

**Values Statement**

We are a diverse office motivated by our devotion to represent the indigent accused with respect and dignity, serving them with dynamic advocacy, excellence, and compassion. We are client-centered and driven by our passion and dedication to our clients. We are unwavering and purposeful in the representation of each client.

- **Dynamic Advocacy:** We are passionate about advocating for our clients. We listen to their stories, address their concerns, and advise them with compassion and expertise. We are innovative, intentional, and creative in our legal strategies. We are tenacious in our efforts to ensure that our clients' needs are always addressed, regardless of income or abilities.
- **Client-Centered Representation:** Clients' voices are at the core of every decision we make. We will represent and connect with our clients with integrity, dignity, and respect and be their voice. We embrace diversity and ensure that those we serve are the experts in their own life stories.
- **Excellence:** We seek the best practices and embody the highest standards of professionalism in all aspects of our representation. We are unafraid of innovation and embrace collaboration within and outside our discipline. We work with our colleagues and peers to hone our skills, challenge our practices, and raise the bar for our professions. We are tireless advocates for the indigent, dedicated and committed, accepting nothing less than excellence.
- **Diversity:** Diversity is essential to advocacy. We cannot represent our community unless we reflect its cultural differences. It makes us better advocates and is at the core of who we are. Diversity is fundamental to building strong relationships with our clients and colleagues. Our office encompasses and embraces people of different races, ethnicities, gender, ages, religious beliefs, sexual identities, etc. We are dedicated to having staff from all walks of life and will continue to recruit diverse talent.