



**FEDERAL PUBLIC DEFENDER  
WESTERN DISTRICT OF NORTH CAROLINA**  
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**John G. Baker**  
*Federal Public Defender*

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*First Assistant*

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

**Posted:** May 13, 2026.

**Closing date:** Applications received by June 3, 2026, will receive priority consideration. The position will remain open until filled.

*The Federal Public Defender for the Western District of North Carolina seeks a Paralegal for our 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.

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 [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.

**Job Description:** The Paralegal works closely and collaboratively with a defense team made up of trial attorneys, investigators, paralegals, mitigation specialists, interpreters, and administrative staff to support clients at every stage of their federal case. 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.
- Meeting with and learning our clients' stories.
- 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 case files 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 \$76,343 to 167,160 (JSP 11 to JSP-14). 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 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: [WDCApplication@fd.org](mailto:WDCApplication@fd.org) Subject: Paralegal – Charlotte Trial Unit.

No phone calls, please, except for requests for reasonable accommodation during the application or interview process. Candidates selected for next steps will be contacted directly. 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**