



**Office of the Federal Defender
Eastern District of Oklahoma**

Vacancy Announcement #
202405
Position Title: Investigator

Posting Date: 04/12/2024
Type: Full-Time
Duty Station: Muskogee, OK

Closing Date: Open Until Filled

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for a full-time Investigator. The federal defender organization operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts. Applicants should have a commitment to providing quality representation to indigent defendants, have a reputation for personal integrity and a working knowledge of the criminal justice system.

DESCRIPTION

The investigator plays an integral role in the development and support of a case such as:

- Must possess excellent communication skills and will be required to work in a team atmosphere.
- Locating and interviewing witnesses, retrieving documents or tangible evidence, serving subpoenas, and visiting crime scenes.
- Experience with investigations involving mitigation is essential.
- Investigators will have writing responsibilities to include reports of witness interviews, case analysis, investigative and mitigation findings.
- The investigator will be responsible for managing a caseload and adhering to case deadlines.
- At times, the investigators may need to testify in court.
- The applicant must be willing to work long hours, weekends, and holidays as needed, (sometimes on short notice) as well as some overnight travel both in and out of state as required.
- Other duties as assigned by the Defender.

REQUIREMENTS

Criminal investigative experience or comparable job experience is required. Applicants are required to have experience in reviewing and handling extensive documentation. This position requires strong organizational skills and broad familiarity with computer programs and/or systems. This position requires considerable resourcefulness, creativity, initiative and drive, ability to analyze and evaluate facts, evidence, and related information, as well as tact and discretion. Possessing interpersonal skills is essential.

SALARY AND BENEFITS

This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY

Interested applicants should submit a cover letter, and resume highlighting relevant skills and experience, and a writing/report sample to:

Scott A. Graham, Federal Public Defender at OKE_resumes@fd.org

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

MORE THAN ONE POSITION MAY BE FILLED FROM THIS POSTING.

The Federal Public Defender is an Equal Opportunity Employer