

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

**POSITION ANNOUNCEMENT
ASSISTANT INVESTIGATOR**

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Assistant Investigator for Tulsa and Muskogee offices. 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.

JOB DESCRIPTION:

The Assistant Investigator gathers and reviews discovery and other case documentation; assists attorneys and staff with case preparation; maintains investigative files; assists with witness location and interviews; provides support services to attorneys and investigators at hearings and trials; utilizes computer software for word processing, databases and graphics; and performs all other duties as assigned. Travel required.

REQUIREMENTS & QUALIFICATIONS:

The successful candidate must have a working knowledge of investigative principles and techniques; a general knowledge of office practices and legal processes; a demonstrated ability to recognize and analyze problems and recommend practical solutions; an understanding of criminal law, criminal procedure and evidence; and the ability to complete tasks on-time with minimal supervision.

SALARY & 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:

To be considered for this position, qualified persons may apply by submitting a letter of interest and resume (with at least three personal and professional references) to Julia O'Connell, Federal Public Defender at OKNresumes@fd.org.

**MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT.
APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.**

The Federal Public Defender is an Equal Opportunity Employer