

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT **ASSISTANT CHIEF INVESTIGATOR**

Federal Defenders of San Diego, Inc. (FSDSI) is accepting applications for a full-time Assistant Chief Investigator in our San Diego office. FSDSI advocates for the constitutional rights and inherent dignity of indigent persons through zealous criminal defense representation. The office provides the highest quality representation through diversity of experience, collaborative and thorough case development, focused litigation strategies, and skilled courtroom advocacy. FSDSI is the community defender organization for the Southern District of California (San Diego and Imperial Counties).

DESCRIPTION OF DUTIES: The Assistant Chief Investigator provides investigative services to staff attorneys and serves as a supervisor and trainer to the investigative staff. The Assistant Chief works closely with the Chief Investigator to provide leadership and direction to the Investigative Unit. The Assistant Chief Investigator must have investigation experience and be able to perform all functions of an investigator. FSDSI's Assistant Chief Investigator: assists in managing and overseeing day-to-day investigator operations, implements and maintains systems, work methods, policy and procedures to ensure efficiency in the investigator operations and utilization of resources; assists with determining scope, timing and direction of investigations; supervises the collection of evidence and other relevant materials; assists at court and in trials, including coordinating witnesses; utilizes a computer, databases and graphics in developing useful evidence at trial; develops standards, procedures, instructions and written material for investigative team and assists with training staff on how to use software and equipment. The Assistant Chief Investigator must have the ability to establish and maintain good working relationships with all individuals and agencies. Excellent writing skills for comprehensive reports of witness interviews, case analysis, and investigative findings are also essential. The Assistant Chief Investigator must be able to travel to different venues (domestic, foreign, and occasional overnight travel) in furtherance of investigations and be able to testify in court.

The Assistant Chief Investigator is responsible for ensuring FSDSI policies are followed and maintaining an overall management style that follows FSDSI best practices. The Assistant Chief coordinates with the Chief Investigator to hire, train, and develop new employees and temporary employees. The Assistant Chief participates in recruiting, mentoring and training Investigative Unit interns. The Assistant Chief Investigator organizes and facilitates ongoing training for the Investigative Unit. The Assistant Chief is responsible for supervising the Bond Department including communication with other agencies such as the United States Attorney's Office and the District Court. The Assistant Chief also participates in the preparation and presentation of performance evaluations, assists in resolving employee issues, and takes disciplinary actions when necessary.

REQUIREMENTS AND QUALIFICATIONS: Applicants must have a degree from an accredited institution and at least eight years of investigative experience. At least five years specialized experience in criminal defense work is required; two years of investigative management experience is preferred, but not required. Applicants should have excellent writing and oral communication skills; working knowledge of online investigative tools and techniques (including fee based search platforms such as Accurint or TLO); document and/or evidence exploitation skills; and a working knowledge of Word, Excel, Power Point and Adobe. Applicants must pass a background investigation, have a valid California driver license, and insured vehicle. Applicants must be able to work flexible hours, including

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nights and weekends when needed. The ability to speak, read and write Spanish is preferred, but not required. The ability to effectively and clearly communicate orally and in writing, computer proficiency, the ability to manage and supervise staff, communicate and work well with others, demonstrated interest in criminal justice, commitment to obtaining justice for indigent persons and the ability to perform each task associated with this position are essential. All education, experience, training, and certifications will be verified.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of candidates will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Salary and Benefits: The starting salary for this position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 13, Step 1 (\$117,776) to JSP 14, Step 1 (\$139,176) per annum. The position does include employee benefits including health, dental, and life insurance, as well as a 401k plan. Salary is payable only by electronic funds transfer (direct deposit). All positions are at-will and are subject to the availability of funds.

How to Apply: Qualified persons may apply by sending a letter of interest, resume, and three references in pdf format to: CAS_Employment@fd.org.