

The Federal Defender Program, Inc., (hereinafter "FDP") is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Trial Unit Investigator

APPLICATION DEADLINE: August 31, 2020

SALARY:

Based on experience and in accordance with guidelines issued by the Office of Defender Services.

POSITION REQUIREMENTS:

Minimum qualifications for this position are college degree in Criminal Justice or Social Work. The position will require travel during work hours, as well as overnight travel. Valid driver's license and vehicle are required for this position.

DESCRIPTION OF DUTIES:

Provide assistance in the representation of individuals charged in federal court with criminal offenses ranging from misdemeanors to capital felonies. Duties include, but are not limited to, interviewing witnesses, organizing and indexing discovery, evidence and exhibits, as well as locating and retrieving documents, information and records from outside sources, investigation of mental health issues as well as discovering mitigation evidence. Candidate will be required to prepare clear and concise written and oral reports, and have experience with Word. Experience in the following is preferred but not required: Summation, CaseMap, Adobe Acrobat, Microsoft Access and Microsoft Excel. Candidates must also be self-starters, dependable, organized, enterprising and able to work independently and well under the pressure of deadlines. Attention to detail is essential.

HOW TO APPLY:

Send letter of interest, resume with 3 references and salary history to:

Trial Unit Investigator Position
Federal Defender Program, Inc.
101 Marietta Street, N.W.
Centennial Tower - Suite 1500
Atlanta, Georgia 30303

or you may electronically submit the same in PDF format to the email address below.

Email: FDPGAN_Employment@fd.org Subject Line: Trial Unit Investigator

Only those applicants granted an interview will be contacted.

Current and future positions may be filled from this vacancy announcement.

The Federal Defender Program, Inc., is an Equal Opportunity Employer.

Position contingent upon future funding.