

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT – INVESTIGATOR

The Federal Defenders of San Diego, Inc., (FSDSI) has an opening for an Investigator position in our San Diego office. FSDSI is the Community Defender Organization for the Southern District of California (San Diego and Imperial Counties). FSDSI operates under authority of 18 U.S.C. § 3006A(g)(2)(B), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. FSDSI is a private, non-profit corporation and not civil service or federal employers. A large part of the case load involves immigration related offenses, drugs, fraud, bank robbery, forgery, and internet related crimes.

Job Description: Investigators are a critical part of the FSDSI defense team. They must demonstrate considerable resourcefulness, initiative, creativity, self-motivation, tact and discretion. Investigators must have the ability to review, analyze and evaluate discovery material, facts and evidence, and ascertain relevant information. Investigators must be able to locate and effectively interview witnesses, alleged victims, experts and law enforcement personnel; locate and gather records, write and draft reports and other work product; locate, retrieve and maintain tangible evidence and personal property; prepare and serve subpoenas; locate, visit and process crime scenes (to include taking photos and videos); have the ability to establish and maintain good working relationships with individuals in governmental and private agencies, members of the Bar and the Judicial branch. Investigators will have significant writing responsibilities, including comprehensive reports of witness interviews, case analysis, investigative and mitigation findings. Investigators may need to travel to different venues (domestic, foreign and occasional overnight travel) in furtherance of investigations. Investigators may need to testify in court.

Requirements and Qualifications: A minimum of three years of investigative or comparable experience. Education may be substituted for some experience. This position requires strong organizational skills and broad familiarity with computer programs. The ability to effectively and clearly communicate orally and in writing is required. Additional preferred skills include: conducting interviews, locating records and people, writing comprehensive reports, and the ability to establish a rapport with a variety of people.

A bachelor's degree from an accredited college or university is required. The applicant must pass a background investigation; have a valid California driver license and insured vehicle. Applicant must be able to work flexible hours. The ability to speak, read and write Spanish is required.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position 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.

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□ EL CENTRO OFFICE • 1699 W. MAIN STREET, SUITE D • EL CENTRO, CA 92243 • T: 760.335.3510 • F: 760.335.3610

Salary and Benefits – Salary will be commensurate with experience. The position does include employee benefits such as health 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. Employment is subject to a satisfactory background investigation. All education, experience, training and certifications will be verified.

How to Apply- Qualified persons may apply by sending a letter of interest, resume and three references in pdf format to: **invemployment@fdsdi.com** with subject line Investigator.

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Position Open until filled.