



# FEDERAL DEFENDERS OF THE MIDDLE DISTRICT OF GEORGIA, INC.

440 Martin Luther King, Jr. Boulevard  
Suite 400

Post Office Box 996

Macon, Georgia 31202-0996

Phone: (478) 743-4747 • Fax: (478) 207-3419 • Toll Free: (866) 517-8892

[www.gam.fd.org](http://www.gam.fd.org)

## POSITION ANNOUNCEMENT STAFF INVESTIGATOR

Federal Defenders of the Middle District of Georgia, Inc. (FDMDGA) is seeking applications to fill a **STAFF INVESTIGATOR** position in its main office in Macon, GA. FDMDGA is a nonprofit corporation, funded by the Administrative Office of the United States Courts. The organization is not an agency of the federal government and staff members are not federal employees.

FDMDGA represents people who are charged with federal criminal offenses in the Middle District of Georgia and who cannot afford an attorney. FDMDGA is a client-centered, holistic organization. This office prides itself on its reputation of integrity and zealous representation of those who have no voice. This office is very committed to diversity in its hiring and employment practices.

**JOB DESCRIPTION:** The Staff Investigator will assist attorneys by investigating, analyzing, developing, and presenting factual and mitigation evidence to develop defenses.

Applicants must develop and maintain relationships with clients and family members and must be able to work in a collaborative manner with both the client and the other members of the client's defense team. Additional duties include assistance in the development and presentation of evidence in court proceedings, field investigation; and litigation support at evidentiary hearings and trials, reviewing and analyzing discovery and other case documentation; identifying, locating and gathering records; obtaining and verifying documents and evidence; retrieving tangible evidence; reporting findings; conferring with attorneys to identify and pursue potential legal and factual issues, assist attorneys in trial, hearings and sentencing preparations; writing comprehensive descriptive reports of work done; understanding of legal terminology, and testify effectively in federal court proceedings. Applicants should understand and be able to develop mitigation evidence and should have a working knowledge of the criminal justice system and a personality that allows them to deal with many different types of individuals. The position requires considerable resourcefulness, creativity, initiative, drive and the ability to analyze and evaluate facts, evidence and related information as well as tact and discretion.

Applicants must possess strong organizational, computer and office automation skills and the ability to provide the full investigative services to attorneys. The ability to work collaboratively as part of a team is a must.

**REQUIREMENTS AND QUALIFICATIONS:** To qualify for the position of Staff Investigator, the successful applicant should have a four year college degree, preferably in criminal justice or a related field, three years' general experience and a minimum of three years of mitigation and criminal fact investigation or comparable experience. The applicant must possess strong analytical abilities with experience in organization, review, analysis and presentation of complex cases or cases with extensive discovery. Knowledge of Adobe, Office

365, Word, and Excel is required. Extensive computer experience is required, and proficiency in litigation support and case management software is strongly encouraged. Applicants who have other trial related or GIS computer skills are also preferred.

Applicants must demonstrate good interpersonal skills as well as oral and written communication skills. Criminal defense work, federal court experience, and trial preparation experience. Fluency in Spanish is a plus.

This is a full-time position with salary and benefits based on qualifications and experience. The salary range for this position is negotiable, depending on experience. Applicants must be United States citizens or eligible to work in the United States, must possess a valid driver's license, a reliable automobile and vehicle liability insurance. The ability to work flexible hours and to travel by car and airplane are mandatory. Offers are subject to satisfactory background check.

Interested persons should apply by submitting a letter of interest outlining their experience and skills, a resume, three work references and a sample investigative report or other significant writing sample related to an investigation in a legal matter. The position will remain open until it is filled. Applications should be sent to the following:

Russell Gabriel, Interim Executive Director  
**[gamfd\\_applicants@fd.org](mailto:gamfd_applicants@fd.org)**

The Federal Defenders of the Middle District of Georgia is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases related matters in the federal courts.