



POSITION ANNOUNCEMENT 2024-02
TRIAL UNIT INVESTIGATOR
FEDERAL PUBLIC DEFENDER OFFICE
LITTLE ROCK, ARKANSAS

The Office of the Federal Public Defender is accepting applications for a full-time investigator position in the Trial Unit. The Federal Public Defender office provides defense services to indigent clients in federal criminal cases and operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

PRIMARY JOB DUTIES: The trial unit investigator reviews and analyzes discovery and other case documentation; locates and conducts witness interviews; provides information to and assists experts; provides comprehensive reports of interviews and investigation to the responsible attorney; gathers and maintains all records relevant to the case; assists attorneys at hearings and trials; serves subpoenas and notifies defense witnesses of court appearances; assists the attorney in developing demonstrative evidence for use at trials/hearings; utilizes computer software; investigates client's background; investigates conflicts arising from pre-sentence report; maintains departure file; maintains familiarity with programs within the Bureau of Prisons; and provides litigation support. The workload is heavy, and travel is required.

QUALIFICATIONS: The applicant must be a high school graduate with a minimum of three years of general experience and three years of specialized experience. Specific academic studies beyond the high school level may be substituted for general or specialized experience and will be determined upon application.

SALARY and BENEFITS: Salaries for investigators range from \$72,553 to \$158,860. Federal benefits apply.

HOW TO APPLY: To be considered, qualified applicants should email a letter of interest and resume that includes references to Caletta.Jones@fd.org. The final candidate will be subject to a background check as required by the United States Courts. Employees are considered at-will and are not covered by the Civil Service Reform Act.

Open until filled. Priority given to resumes received by July 19, 2024.

EQUAL OPPORTUNITY EMPLOYER
NO PHONE CALLS OR FOLLOW-UP EMAILS
POSITION ANNOUNCED 07/03/2024