

FEDERAL PUBLIC DEFENDER

Western District of Tennessee

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POSITION ANNOUNCEMENT #24-02

CRIMINAL DEFENSE INVESTIGATOR

The Federal Public Defender for the Western District of Tennessee seeks a full-time Investigator to join our Memphis office. The Office of the Federal Defender operates under Authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide representation in Federal criminal matters in the federal courts.

Our investigators assist attorneys representing indigent clients accused of crimes in federal court. They identify, locate, and interview witnesses; locate and gather records, reports, documents and other factual materials; confer with attorneys to identify and pursue potential legal and factual issues; and interview and maintain contact with clients and family members. The investigators review and analyze discovery; serve subpoenas; have or develop a working knowledge of the Federal Sentencing Guidelines and other related duties as assigned.

JOB DUTIES: The successful applicant will possess the ability to establish and maintain good working relationships with individuals and agencies that interact with the office, as well as the ability to communicate effectively, both orally and in writing. Must be able to conduct interviews, locate fact witnesses and experts. Must have the ability to prepare comprehensive, descriptive written reports. Applicants are expected to know how to screen, evaluate and prepare evidence and exhibits for evidentiary hearings; understand legal terminology; have a working knowledge of the court system; use available resources for locating individuals and relevant information. Must possess strong computer, internet, and office automation skills. Applicants having the ability to perform legal research, prepare legal documents, analyze legal decisions and opinions, and the ability to read and comprehend federal criminal statutes will be strongly considered. Spanish language skills valued, but not required.

REQUIREMENTS: To qualify a person must have the knowledge, skills, and abilities to perform the essential functions of the job, be a high school graduate, and have a minimum of three years of overall experience and three years of specialized experience. A bachelor's degree in criminal justice, social science, or a related field can be counted toward the six-year experience requirement. Comprehensive knowledge of fact and mitigation investigation principles, methods, and techniques are imperative, as is the ability to identify and evaluate

pertinent facts. A general understanding of criminal law and federal criminal procedure is necessary. The applicant should also have excellent people skills, good judgment, strong technical skills, the ability to prioritize, and work independently and cooperatively. Commitment to the indigent and personal integrity are essential. Must have computer skills and social media literacy, familiarity with Windows operating systems and be proficient with Microsoft Office applications and Adobe Acrobat. A valid driver's license is required.

SPECIAL WORKING CONDITIONS: Work outside of normal business hours and on weekends is occasionally required. Travel for training or conferences is required. The individual must also occasionally be able to lift and/or move up to 50 pounds and may spend extended periods of time driving or riding in a car. Physical demands for this position include those required for the individual to successfully perform the essential functions of this job.

SELECTION CRITERIA: The selected applicant must understand office confidentiality issues, such as attorney/client privilege, and the ability to exercise good judgment in a mature and diplomatic manner. Candidate must be able to work independently, be flexible, take initiative, and work well in teams. Applicants must be United States citizens or permanent residents seeking citizenship in the United States.

CONDITIONS OF EMPLOYMENT: The selected candidate will be subject to a background check, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act. Employment will be considered provisional until the background check is complete.

SALARY AND COMPENSATION: Salary for this position ranges from JSP 11 to JSP 14 (\$72,553 - \$158,860) and is commensurate with experience and demonstrated ability. Salary is payable only by direct deposit.

TO APPLY: Qualified applicants are to submit their letter of interest, resume and three professional references to: Office of the Federal Defender, ATTN: Hiring Committee, 200 Jefferson Ave., Suite 200, Memphis, TN 38103. Applicants not complying with instructions may not be considered. This position will remain open until filled. One or more positions may be filled from this posting. No phone calls, please.

*The Office of the Federal Public Defender for the Western District
of Tennessee is an Equal Opportunity Employer.*