

**FEDERAL COMMUNITY DEFENDER OFFICE  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

DEFENDER ASSOCIATION OF PHILADELPHIA  
FEDERAL COURT DIVISION  
CAPITAL HABEAS UNIT

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First Assistant

January 16, 2024

**JOB ANNOUNCEMENT**

**INVESTIGATOR**  
**CAPITAL HABEAS UNIT**  
**Open Date: January 16, 2024**  
**Close Date: When Filled**

The Federal Community Defender Office for the Eastern District of Pennsylvania is hiring an Investigator in its Capital Habeas Unit. The Capital Habeas Unit (CHU) represents indigent, death-sentenced prisoners, including federally death-sentenced prisoners, in federal habeas corpus proceedings throughout the United States in all stages of litigation. This Investigator position will also be assigned cases in our Non-Capital Habeas Unit. The Non-Capital Habeas Unit (NCHU) represents individuals seeking relief from both state and federal convictions in Pennsylvania and it litigates cases in the United States District Court for the Eastern District of Pennsylvania, the United States Court of Appeals for the Third Circuit, and the United States Supreme Court.

CHU and NCHU Investigators are responsible for supporting the development of all aspects of the Units' cases, including locating and interviewing witnesses with relevant information about the crime and the client's family; background, and mental health; locating and retrieving documents and other evidence; serving subpoenas; and assisting with the preparation and presentation of evidentiary hearings. This Investigator position will require to travel throughout the Commonwealth of Pennsylvania and may require travel throughout the United States. Additional duties may include facilitating client contact and correspondence and making travel arrangements.

Candidates must possess substantial investigative and/or mitigation experience. Experience with the investigation and development of defense mitigation presentations in post-conviction cases or with mental health or social work issues is preferred but not required. Other desired qualifications include post-secondary education in relevant fields, knowledge of federal and state court systems, and familiarity with federal habeas corpus and post-conviction litigation and/or complex federal civil or criminal litigation. Candidates must possess excellent oral and written communication skills, interpersonal skills, and the ability to work well in a team-based approach. Candidates must possess skill using electronic investigative tools and technology. Fluency (oral and written) in the Spanish language is helpful but not required.

Philadelphia, one of America's most preeminent historical cities, is rich in culture, entertainment, and history. Our office is in Philadelphia's Center City district, in the historic Curtis

building, close to the federal courthouse and across from Independence Mall, the Liberty Bell, and Washington Square Park.

Candidates must possess a valid driver's license and insurance and own/operate a personal vehicle that is available for business purposes. The position requires that the incumbent occasionally lift and/or move up to 25 pounds and spend extended periods driving or riding in a car.

**Interested applicants should submit a cover letter, and resume to [Federal Community Defender Office Careers](#).** Candidates will be interviewed on an ongoing basis until the position is filled. Starting salary range is \$79,839-\$147,934. Salary will be based upon experience consistent with federal guidelines and regulations.

The Federal Community Defender Office for the Eastern District of Pennsylvania is an equal opportunity employer. We are dedicated to promoting a professional work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. All qualified applicants are encouraged to apply.