

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT - CHIEF INVESTIGATOR

The Federal Defenders of San Diego, Inc. (FDSDI) is accepting applications for a full-time Chief Investigator in our San Diego office. The FDSDI advocates for the constitutional rights and inherent dignity of indigent persons. The office provides the highest quality representation through diversity of experience, collaborative and thorough case development, focused litigation strategies, and skilled courtroom advocacy. FDSDI is a community defender organization for the Southern District of California (San Diego and Imperial Counties).

Job Description: The Chief Investigator position provides investigative services to staff attorneys and serves as a supervisor and trainer to the investigative staff. Must have investigator experience and be able to perform all functions of an investigator. Manages and oversees day to day investigator operations, implements and maintains systems, work methods, policy and procedures to ensure efficiency in the investigator operations and utilization of resources. Assist with determining scope, timing and direction of investigations. Supervise the collection of evidence and other relevant materials; assist at court and trials, including coordinating witnesses. Utilize a computer, databases and graphics in developing useful evidence at trial. Develop standards, procedures, instructions and written material for investigative team and assist with training users on how to use software and equipment. Must have the ability to establish and maintain good working relationships with all individuals and agencies. Excellent writing skills: for comprehensive reports of witness interviews, case analysis and investigative findings. Be able to travel to different venues (domestic, foreign and occasional overnight travel) in furtherance of investigations and able to testify in court.

Requirements and Qualifications: Degree from an accredited institution; at least ten years of investigative experience of which two years must be in criminal defense work; at least two years of investigative management experience; excellent writing and oral communication skills; working knowledge of online investigative tools and techniques (to include fee based search platforms such as Accurant, TLO or IRB); document and/or evidence exploitation skills; and a working knowledge of Word, Excel, Power Point and Adobe. 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 preferred, not required. The ability to effectively and clearly communicate orally and in writing, computer proficiency, the ability to manage and supervise staff, communicate and work well with others, demonstrated interest in criminal justice, commitment to obtaining justice for indigent persons and the ability to perform each task associated with this position. All education, experience, training and certifications will be verified.

Salary and Benefits: The starting salary for this position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 13, Step 1, to JSP 15, Step 1, and currently yielding \$94,707 to \$131,643 per annum. The position does include employee benefits including health and life insurance, 401k. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

How to Apply: Qualified persons may apply by sending a letter of interest, resume and three references in pdf format to: employment@fdsdi.com.

Closing date: Open until filed.

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

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