

OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF PENNSYLVANIA

POSITION ANNOUNCEMENT INVESTIGATOR

The Federal Public Defender's Office for the Middle District of Pennsylvania is seeking applications for a staff Investigator in Harrisburg. The position involves assistance in the representation of indigent persons charged with criminal offenses in the United States District Court and in the United States Court of Appeals for the Third Circuit.

Job Description: Locate and interview witnesses, victims, experts, and law enforcement personnel; locate and gather records, reports, and documents; locate and retrieve tangible evidence and personal property; review and analyze discovery and other case documentation; serve subpoenas; visit and recreate crime scenes; ability to establish and maintain good working relationships with individuals and agencies that interact with the office. Ability to communicate effectively orally and in writing. Prepare comprehensive descriptive written reports. Testify in court as required.

Requirements and Qualifications: An applicant must have earned a high school diploma or the equivalent. A Bachelors degree from an accredited college or university preferred. Minimum of three years investigative or criminal investigative experience or comparable experience. This position requires considerable resourcefulness, creativity, initiative and drive, ability to analyze and evaluate facts, evidence, and related information, as well as tact and discretion. Excellent computer proficiency in MS Office and experience in electronic evidence organization and review is highly desirable. Knowledge of cameras, audio and video recorders, and measuring devices. An applicant must possess a valid driver's license. Candidates must be able to travel (including overnight) and work odd hours (sometimes on short notice). Fluent in Spanish a plus.

Salary and Benefits: This position is full-time permanent with federal salary and benefits. Entry level JS-11 (\$60,508) with promotion potential to JS-14 (101,912). Salary depends on qualifications and experience and is subject to mandatory direct deposit of net pay. Employees of the Federal Defender are members of the judicial branch of government. They are considered at will and are not covered by the Civil Service Reform Act. Selected candidate will be subject to a background check as a condition of employment.

Send resume, sample investigative report, and three references to:

Federal Public Defender's Office
Attention: Investigator
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

Applications will be accepted until position is filled. Priority will be given to applications received by August 25, 2017.