

POSITION ANNOUNCEMENT 17-10
INVESTIGATOR OR ASSISTANT INVESTIGATOR

Office of the Federal Public Defender
Western District of Texas (El Paso)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of investigator or assistant investigator, to be stationed in El Paso, Texas. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. Knowledge of federal and state court systems is a must. A familiarity with federal litigation and/or complex federal civil or criminal litigation is a significant asset. Applicants must possess excellent oral and written communication and interpersonal skills; a high level of organizational skills to gather, maintain, and manage all records in a case; the ability to accurately record and report findings of interviews and of the investigation to the responsible attorney and team members. The ideal candidate for this position will have experience with investigations involving criminal defendants, especially in the area of sentencing mitigation.

To be considered for an entry level investigator, candidates must have a bachelor's degree. To qualify for an entry-level assistant investigator, a person must be a high school graduate or equivalent and have at least two years of investigative or comparable experience, or an educational substitute. A bachelor's degree is preferred. The position requires that the applicant be fully fluent in both English and Spanish. Applicants must possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes. An ability to engage in significant travel is required as is some night and weekend work. Above all, applicants must have a strong commitment to providing first-rate representational support to indigent persons in proceedings under federal criminal law. Employment is subject to a satisfactory background investigation including, but not limited to an FBI fingerprint and name check.

Responsibilities. The investigator or the assistant investigator will play an integral role in the development and work-up of a client's case, especially in the area of mitigation for sentencing. Applicants must be street savvy and possess substantial investigative skills to assist in a team approach to planning and developing litigation strategies in a criminal case. Related duties include locating and interviewing witnesses, serving subpoenas, photograph/videotape crime scenes and evidence, locating and retrieving documents and other tangible evidence, talk to clients and family members and address medical issues as necessary. The investigator will use computer software for word processing, databases, and graphics in order to assist the attorney in developing demonstrative evidence for use in litigation presentations. It is expected that the investigator will keep current on new developments in litigation support technology, recommend additions and modifications to current tools as necessary, and testify in court as required. The full position qualifications statements and position descriptions are available in this office.

Salary and Benefits. The starting salary of an investigator will be commensurate with the experience and qualifications of the applicant within a range of \$60,210 (JSP-11, Step 1) to \$101,409 (JSP-14, Step 1) per annum. The starting salary of an assistant investigator will be commensurate with the experience and qualifications of the applicant at JSP-9, Step 1, currently yielding \$49,765 per annum. The positions are in the excepted service and do not carry the tenure rights of the competitive Civil Service. The positions offer Federal Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by submitting a letter of interest (mentioning announcement number 17-10), a résumé, a writing sample, and a list of three references to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 700 E. San Antonio Ave., D-401, El Paso, Texas 79901-7020. No electronically submitted applications will be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Personnel Administrator, Victoria B. Longoria at (210) 472-6700. More than one position may be filled from this announcement. Position announced July 21, 2017; open until filled.

The Office of the Federal Public Defender is an Equal Opportunity Employer.