

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT - INVESTIGATOR

The Federal Defenders of San Diego, Inc., (FSDSI) has a position opening for a full-time Investigator in our San Diego office. FSDSI is a non-profit, community defender organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such, are not government employees. FSDSI provides legal representation to indigent persons charged with federal crimes in the San Diego and Imperial Counties. A large part of the case load involves immigration related offenses, drugs, fraud, bank robbery, forgery and internet related crimes.

Job Description: Investigators are a critical part of the defense team and the position requires considerable resourcefulness, initiative, creativity, self-motivation, tact and discretion. Investigators must have the ability to review, analyze and evaluate discovery material, facts and evidence, and ascertain relevant information. Investigators must be able to locate and effectively interview witnesses, alleged victims, experts and law enforcement personnel; locate and gather records, write and draft reports and other work product; locate, retrieve and maintain tangible evidence and personal property; prepare and serve subpoenas; locate, visit and process crime scenes (to include taking photos and videos); have the ability to establish and maintain good working relationships with individuals in governmental and private agencies, members of the Bar and the Judicial branch. Investigators will have writing responsibilities, including comprehensive reports of witness interviews, case analysis and investigative findings. Investigators may need to travel to different venues (domestic, foreign and occasional overnight travel) in furtherance of investigations. Investigators may need to testify in court.

Requirements and Qualifications: A minimum of two years of investigative, paralegal or comparable experience. Education may be substituted for some experience. This position requires knowledge of computer programs including Microsoft Office, Adobe Pro, photo and video editing hardware and software; and the ability to successfully conduct online searches to include social media. The ability to effectively and clearly communicate orally and in writing is required.

A bachelor's degree from an accredited college or university is required. The applicant must be a US citizen or a permanent resident in the process of applying for citizenship. 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.

Salary: Salary based on experience and in accordance with guidelines issued by the Office of Defender Services.

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 filled.

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