

The Federal Defender Program, Inc. ("FDP") is a Georgia non-profit organization that is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Investigator, Capital Habeas Unit

APPLICATION DEADLINE: October 31, 2017

SALARY:

Based on experience and in accordance with guidelines issued by the Defender Services Office - Range of \$63,161 to \$106,380.

POSITION REQUIREMENTS:

Minimum qualifications for this position are college degree and 3 years experience as a mitigation specialist or investigator for counsel specializing in defense of capital cases, trial or post conviction. The position will require travel during work hours, as well as overnight travel. Valid driver's license and a vehicle are required.

DESCRIPTION OF DUTIES:

To conduct thorough investigations as part of a legal team providing high-quality representation to death-sentenced clients in federal trial, habeas corpus and clemency proceedings. Duties will include conducting a sifting and culturally-competent investigation into the client's background and mental health for mitigating evidence, as well as performing a thorough investigation into the circumstances of the crime and all prior legal proceedings. Investigative tasks may include, but are not limited to, meeting with the client, interviewing witnesses, indexing discovery, transcripts and exhibits, locating and retrieving records from outside agencies, consulting with and providing necessary information to retained forensic experts and mental health experts, and participating in team strategy meetings. Candidates must be able to effectively evaluate witnesses and prepare clear, concise reports, and must be able to compassionately serve clients from a variety of backgrounds, as well as clients who may be intellectually disabled or suffering from a mental illness. Candidates must have experience with Word; experience in the following is preferred: Summation, CaseMap, Adobe Acrobat, WordPerfect, Microsoft Access and Microsoft Excel. Candidates must also be self-starters, dependable, organized, enterprising and able to work under the pressure of deadlines. Attention to detail and a commitment to indigent defense are essential.

HOW TO APPLY:

Send letter of interest, resume with 3 work references and salary history to:

CHU Investigator Position
Federal Defender Program, Inc.
101 Marietta Street N.W.
Centennial Tower - Suite 1500
Atlanta, Georgia 30303

Only those applicants granted an interview will be contacted.
Current and future positions may be filled from this vacancy announcement.
The Federal Defender Program, Inc. is an Equal Opportunity Employer.
Position contingent upon future funding.