

Office of the
Federal Public Defender
Western District of Pennsylvania
1001 Liberty Avenue, Suite 1500
Pittsburgh, Pennsylvania 15222

POSITION ANNOUNCEMENT # 2021-02

CRIMINAL DEFENSE INVESTIGATOR

Posted: October 27, 2020

Closes: November 17, 2020

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of Investigator for the trial unit of its Pittsburgh headquarters. The Federal Public Defender represents indigent criminal defendants in the federal courts in Pittsburgh, Johnstown and Erie, Pennsylvania, under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A. This position will be stationed in Pittsburgh, but travel to the Erie and Johnstown Divisions may occasionally be required.

Job Description: The Investigator will assist attorneys by investigating and analyzing cases, locating and interviewing victims, witnesses and law enforcement personnel, locating and gathering records, reports and documents, and serving subpoenas. The Investigator may need to visit and recreate crime scenes by measuring, photographing and sketching, and must be able to establish and maintain good working relationships with individuals and agencies that interact with this office, prepare clear oral and written reports, use complex hardware and software programs, cameras, audio recorders and other equipment, assist attorneys and other staff in preparation for court proceedings, and testify in court.

Requirements and Qualifications: A minimum of five years of work experience is required, two of which must be in criminal investigation or information gathering. An applicant must be a high school graduate or equivalent; additional education may be substituted for some of the required experience. A variety of prior experience, including in non-legal fields and/or social work, paralegal or legal assistant training, would be helpful, as would experience developing and analyzing mitigation evidence for court proceedings.

This position requires considerable initiative, resourcefulness, creativity and drive; excellent writing skills, computer proficiency, the ability to communicate and work well with others, demonstrated interest in criminal justice, a commitment to obtaining justice for indigent persons, and the ability to perform each of the tasks associated with this position. The successful applicant will have the ability to analyze and evaluate facts, evidence and related information; as well as possess tact, integrity and discretion. This position may require travel, including overnight and out of state. Applicants must have a valid driver's license, car and appropriate motor vehicle insurance. The ability to read, write and speak fluently in the Spanish language is preferred, but not required.

Salary and Benefits. This is a full-time position with salary and benefits based on qualifications and experience. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service, however, the position does carry regular government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. The starting salary range is \$54,479 – 111,015 (JSP 9-14), and will be based on education and years of relevant experience consistent with federal guidelines and regulations. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment. Applicants must be a U.S. Citizen or a permanent resident applying for citizenship and eligible to work in the United States. *Due to current funding restrictions, employment will begin on or before four months from the date an offer is made to the successful applicant.*

Application Information. Qualified applicants should submit a letter of interest and a current and detailed resume **as one file** in Adobe pdf format to paw_employment@fd.org. Please reference '#2021-02' in the subject line of your email submission.

This Office is an Equal Opportunity Employer.
Women, minorities and LGBTQ applicants are encouraged to apply.
Hiring for this position is dependent upon availability of funding.
One or more positions may be filled from this posting.
Only those candidates selected for an interview will be contacted.
No telephone calls please.