

# OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

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## Vacancy Announcement: Investigator – Trial Unit

Office of the Federal Public Defender, 810 Broadway, #200, Nashville, Tennessee

Application Deadline: Open until filled, with preference to applicants who apply by May 31, 2021

Position No. 2021-05

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The Federal Public Defender for the Middle District of Tennessee is accepting applications for a full-time Investigator. This position will primarily support our Trial Unit, consisting of 12 attorneys. Our overall staff numbers approximately 50.

The Federal Public Defender's office operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A to provide representation in federal criminal matters in the federal courts. Our attorneys are zealous advocates, devoted to the defense of the indigent and enforcing the Bill of Rights.

A social science background, either in education or experience, would be beneficial. We need someone who will search beyond the facts of the case to find the possibly undiagnosed personal or mental health issues our clients might have. This discovery could be a basis for helping attorneys explain in court the full picture of the client we represent. Someone with the desire to learn and a proven self-starter would describe our successful candidate. The ability to work together with the core team of investigators, and also with attorneys, paralegals, and support staff is paramount.



### **JOB DUTIES include:**

- case preparation, obtaining and reviewing law enforcement records, interviewing and maintaining regular contact with clients, and meeting with experts;
- participate in Federal Public Defender teams representing indigent defendants charged with federal crimes ranging from a wide variety of federal charges;
- locate people, evidence, and personal property and conduct client and witness interviews, gather records, take photographs of crime scenes and evidence;
- write comprehensive descriptive reports on work completed, including mitigation reports, and assist attorneys in court at hearings, trials and sentencing, including testifying, if needed;
- travel frequently within the district, including overnight or longer trips, as well as less frequent travel outside of the district;
- conduct social history investigations, locating and interviewing potential witnesses;
- identifying factors in a client's background that require expert evaluations;
- consulting case strategy with attorneys, and
- working with clients and a client's family while the case is pending.

**REQUIREMENTS:** To qualify a person must have a minimum of a bachelor's degree in a related field and five years of experience in criminal or other investigations, social science, or a related field. Comprehensive knowledge of fact and mitigation investigation principles, methods and techniques are imperative, as is the ability to identify and evaluate pertinent facts. A general understanding of criminal law and federal criminal procedure is necessary. The applicant should possess the ability to write clearly and present complex and interrelated concepts and ideas. The applicant should also have excellent interpersonal skills, good judgment, strong technical skills, the ability to prioritize, work independently and cooperatively. Commitment to the indigent and personal integrity are essential. Must be computer and social media literate, familiar with Windows OS and be proficient with Microsoft Office applications. A valid driver's license, reliable transportation and applicable insurance is required.

**SPECIAL WORKING CONDITIONS:** Work outside normal business hours and on weekends is occasionally required. Travel for trainings or conferences is required. This individual must also occasionally lift and/or move up to 50 pounds.

**SELECTION CRITERIA:** The selected applicant must understand office confidentiality issues, such as attorney/client privilege, and the ability to exercise good judgment in a mature and diplomatic manner. Candidates must have a sufficient legal background and have strong oral and written communication skills. Candidates must be able to work independently, be flexible, take initiative, and work well in teams. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship. Fluency in Spanish is an advantage but not a requirement.

**CONDITIONS OF EMPLOYMENT:** The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

**SALARY AND COMPENSATION:**

Starting salary commensurate with experience and ranges from JSP 11 to JSP 14 (\$64,649 to 141,548). For information on benefits, see <http://www.uscourts.gov/careers/benefits>. Salary is payable only by direct deposit.

**TO APPLY:** If you want to be part of a dedicated, resourceful, and committed criminal defense team, please e-mail a letter of interest, resume, and three references in one combined pdf document with the subject line **Investigator-Trial Unit** to Federal Public Defender Henry Martin at [HR\\_TNM@FD.ORG](mailto:HR_TNM@FD.ORG). Applicants not complying with instructions will not be considered. This position is open until filled with preference given to resumes received by May 31, 2021. No phone calls, please. More than one position may be filled from this posting.

*The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.*