

POSITION ANNOUNCEMENT 23-16
INVESTIGATOR

Office of the Federal Public Defender
Western District of Texas (Midland)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of investigator, to be stationed in Midland, 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. To qualify for the position of Investigator, a person must be a high school graduate or the equivalent and must have at least three years of general experience in litigation support and three years specialized experience as an investigator performing progressively responsible investigative duties. Candidates must have:

- knowledge of court rules, local practices, and the Federal Criminal and Civil Rules of Procedure in analyzing litigation support requirements;
- excellent oral and written communication and interpersonal skills;
- a high level of organizational skills to gather, maintain, and manage documents and information for assigned cases;
- ability to obtain and verify documents and evidence, interview clients and witnesses, report findings, and assist attorneys in preparing for trial and sentencing;
- comprehensive knowledge of investigative principles, practices, methods, and techniques to assist in a team approach for planning and developing litigation strategy in criminal cases;
- experience with investigations involving sentencing mitigation.

The position requires that the applicant be fluent in both English and Spanish. Applicants must possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Significant travel is required, including night and weekend work. 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. Employment also requires a person be fully vaccinated for COVID-19 and provide proof of such prior to entrance on duty.

Duties. The investigator plays an integral role in the development and work-up of a client's case. Related duties include forming trusting relationships with clients, locating and interviewing witnesses, serving subpoenas, photographing/videotaping crime scenes and evidence, locating and retrieving documents and other tangible evidence, talking to clients' family members, working with experts, and addressing medical issues. The investigator will use computer software for word-processing and accessing databases and graphics to assist attorneys in developing evidence for use in litigation. The investigator is expected to keep current on new developments in litigation support technology, recommend additions and modifications to current tools, and testify in court as required. The full position qualifications statement and position description is available in this office.

Salary and Benefits. The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$69,107 (JSP-11, Step 1) to \$116,393 (JSP-14, Step 1) per annum. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending a letter of interest (mentioning announcement 23-16), a résumé, three professional references, and representative writing sample. Send completed application to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Boulevard, Suite B-207, San Antonio, Texas 78206-1278, or you may submit the required documents in a single PDF document named with applicant's "last name, first name-Announcement 23-16 Investigator" by email to TXW_Employment@fd.org. Electronic submissions sent directly to the Defender will not 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) 981-2081. More than one position may be filled from this announcement. Position announced June 8, 2023, subject to the availability of funds; open until filled.

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