

POSITION ANNOUNCEMENT TERMED INVESTIGATOR

The Federal Public Defender for the Northern District of California is accepting applications for an Investigator to be based in San Francisco, California. The Federal Public Defender operates under the authority of the Criminal Justice Act to provide defense services in federal criminal cases and related matters in federal court. More information about the office may be found at www.ndcalfpd.org.

The term for this position is from the date of hire until September 30, 2019.

JOB DESCRIPTION

The Investigator is a key member of the defense team, and will undertake a wide variety of task to provide quality representation to the Defender's indigent clients.

The Investigator reviews and analyzes discovery and other case materials. Working with the defense team, the Investigator assists in determining the scope, timing and direction of investigation and initiates new areas of investigation. The Investigator will locate and conduct interviews of witnesses. Related tasks include serving subpoenas, coordinating witness testimony, and assisting counsel in scheduling witness testimony in trial and evidentiary hearings.

The Investigator will locate, view, and retrieve evidence, personal property, and other relevant material. Documentation of evidence, by photographing, videotaping, mapping and sketching scenes will be part of the investigation process. The Investigator will work closely with counsel and paralegals to prepare evidence for trial and for submission in motions and hearings.

Record collection, organization, and production is an important component of the Investigator's responsibilities. The Investigator will maintain filings of these records and reference materials, and will verify information obtained to determine accuracy and authenticity.

Testifying in pretrial and sentencing evidentiary hearings, and in trial, is central responsibility of the Investigator. The Investigator will be prepared to testify, if necessary, in any case to which he or she is assigned.

The Investigator will have frequent and direct contact with the clients of the Federal Defender, their family, and their community.

QUALIFICATIONS

The Investigator must have a high school degree or equivalent, and two years of investigation experience. Experience while specifically employed as in the role of an investigator is preferred. This experience requirement, however, may also be satisfied with related investigative experience (such as investigation tasks while as employed as a paralegal).

In addition, the Investigator must have:

- Good communication and interpersonal skills, including the ability to readily develop rapport with clients and witnesses;
- established public speaking skills, and the ability to testify with confidence and without hesitation;
- comprehensive knowledge of investigative principles, practices, methods and techniques;
- an understanding of criminal law, criminal procedure, and evidence;
- an understanding of confidentiality issues, such as the attorney/client privilege;
- the ability to read, analyze and interpret technical journals and legal documents;
- the ability to identify and evaluate pertinent facts and precedents;
- the ability to apply common sense understanding to carry out instructions;
- the ability to exercise good judgment in a mature and diplomatic manner;
- the ability to recognize and analyze problems and recommend practical solutions;
- demonstrated technology skills, including the ability to investigate and obtain records and information online, to create memoranda, declarations, and draft basic pleadings without secretarial assistance, to create and edit Adobe pdf documents, and the ability to create, review and work with spreadsheets;
- experience in using litigation support and digital investigative tools and technology, including programs such as Casemap, Summation, or Trial Director strongly preferred;
- a valid California driver's license, current driving insurance, and a private vehicle to be operated for business purposes;
- oral and written fluency in the Spanish language is strongly preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands of the position are those required in order for an individual to successfully perform the essential functions of this job, as described above. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Frequent travel will be required, both within the Northern District and in California. The Investigator will occasionally travel to other states and internationally.

The Investigator must occasionally lift and/or move up to 25 pounds and may spend extended periods driving or riding in a car or airplane.

PAYMENT AND BACKGROUND INVESTIGATION

This is a full-time position and is subject to mandatory electronic funds transfer (direct deposit) of pay. Federal salary and benefits apply.

This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

APPLICATION PROCESS

To apply, please submit in a single Adobe pdf file,

- A cover page that lists on the centered first line your last name, and your first name. (*E.g.*, "Kalar, Steven.") Below your name, please list your current place of employment or employment status. Please use large and bold font on this cover page;
- A brief cover letter explaining your interest in the position and your qualifications;
- A résumé, and;
- At least three employment references

Applicants will be evaluated on their compliance with these application instructions.

Please submit the application packet at this website:

<https://www.123contactform.com/form-2937089/San-Francisco-Termed-Investigator-Application-Form-2017>

Applications submitted by fax, mail, or email will not be considered.

Applicants will only be contacted if selected for an interview. Finalists will be asked to complete and provide an Application for Judicial Branch Employment form (A078) before being invited for an interview.

The position will remain open until filled.

The Federal Public Defender is an Equal Opportunity Employer