



**Office of the Federal Defender
Middle District of Florida
Alec F. Hall, Esq.
Federal Defender**

Vacancy Announcement #2024-012
Position Title: Full-Time Investigator
Salary: \$72,553 to \$158,860

Posting: April 17, 2024
Closing Date: May 17, 2024
Duty Station: Tampa, FL

The Federal Defender for the Middle District of Florida is accepting applications for the position of Investigator in the Tampa office. Applicants should have a commitment to providing quality representation to indigent defendants, have a reputation for personal integrity and a working knowledge of the criminal justice system.

Description/Duties: The investigator plays an integral role in the development and work up of a case. The investigator must possess excellent communication skills and will be required to work in a team atmosphere. The duties will include, but are not limited to, locating and interviewing witnesses, retrieving documents or tangible evidence, serving subpoenas, and visiting crime scenes. Applicants are required to have experience in reviewing and handling extensive documentation. Experience with investigations involving mitigation is essential. Investigators will have writing responsibilities to include reports of witness interviews, case analysis, investigative and mitigation findings. The investigator will be responsible for managing a caseload and adhere to case deadlines. At times, the investigators may need to testify in court. The applicant must be willing to work long hours, weekends, and holidays as needed, (sometimes on short notice) as well as some overnight travel both in and out of state as required.

Requirements: A Bachelor's degree from an accredited college or university is required in criminal justice and/or social work. A minimum of three years of investigative general experience and a minimum of investigative specialized experience is required. This position requires strong organizational skills and broad familiarity with computer programs and/or systems (including Adobe Acrobat, Case Map, and Time Map). Familiarity with using the internet for research is highly desirable. Minimum of three years investigative or criminal investigative experience or comparable experience is required. This position requires considerable discretion, resourcefulness, creativity, initiative, tact, and drive. Also, the ability to analyze and evaluate facts, evidence, and related information. Possessing interpersonal skills is essential. The applicant must have a valid State of Florida driver's license. **Ability to speak fluent Spanish is strongly preferred.**

Physical Requirements: Extended periods of driving or riding in a car are necessary and an applicant must be able to occasionally lift and or move up to 25 pounds.

Salary and Benefits: The starting salary for an Investigator falls within a range of **\$72,553 (Grade 11, Step 1) to \$158,860 (Grade 14, Step 10) per annum**. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Defender are members of the judicial branch of government. They are considered "at-will" and can be terminated with or without cause. Employees are considered at-will and are not covered by the Civil Service Reform Act.

How to Apply: Qualified persons must submit **a letter of interest outlining experience, resume, three professional references, and sample report or memorandum in a single Adobe PDF format**. An email confirming receipt of the PDF will be sent to all applicants. **Applications must be received by 5:00 p.m. on Friday, May 17, 2024**. Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:
Office of the Federal Defender, Middle District of Florida
Evelyn Langston, Human Resources Manager
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

Commitment to Diversity, Equity, & Inclusion: Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek an applicant who shares this belief and commitment. We embrace the unique contributions our employees can bring to the FDO because of their backgrounds, social identities, and lived experiences. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.

Prior to employment, all applicants are required to be fully vaccinated or have received the first dose in a two-dose vaccine against COVID-19. Those applicants who have only received the first dose in a two-dose vaccine are required to receive the second dose and be fully vaccinated no later than five weeks after the start of employment.

The FDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Federal Defender's Office (FDO) is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to

provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, national origin, religion, or disability. This Office is committed to a diverse staff.

*The Federal Defender is an equal opportunity employer.
Members of the BIPOC Community are encouraged to apply.*