

**FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.**
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CHRISTINE A. FREEMAN
Executive Director

POSITION ANNOUNCEMENT
Trial Unit Investigator

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for a possible opening for the full-time position of Investigator, to participate in providing representation to people charged with federal crimes. This office is a non-profit corporation providing legal representation to indigent persons in federal criminal cases and on matters in federal court. This position is contingent upon approval by the funding source.

Duties of this position will include work on assigned cases. General areas of responsibility include the duties to locate and interview witnesses, experts, family members, law enforcement personnel, and others with knowledge of case or client; locate, gather and organize records, documents, personal property, tangible evidence and other potential exhibits; review and analyze case documentation; serve subpoenas; visit crime scenes; establish and maintain a good working relationship with individuals and agencies that interact with office; prepare comprehensive descriptive written reports; testify in court as required; organize and maintain files related to each assigned case; use computer software and hardware, cameras, tape recorders, and other equipment for case files and litigation; assist attorneys and other office staff in preparation for court proceedings; and other duties as assigned.

The ability to perform computer forensic work may be an important part of this position. Knowledge of accounting principles is also desirable. Knowledge of the principles and purposes of mitigation is also important. Additional requirements and qualifications are four or more years experience in criminal investigation or information gathering; excellent writing skills; computer proficiency; ability to communicate and work well with others; demonstrated interest in criminal justice, post-conviction, and capital defense; commitment to obtaining justice for indigent persons; and ability to perform each of the tasks associated with this position. Education may be substituted for some experience. A variety of prior experience, including in non-legal fields, would be helpful. Applicants must have a driver's license, car, and appropriate motor vehicle insurance. This position requires considerable resourcefulness; creativity; initiative and drive; ability to analyze and evaluate facts, evidence and related information; tact and discretion. This position requires extensive travel, including overnight and out of state.

Employees of this program may not engage in other full-time employment or litigation assistance for hire. Salary for this position depends on experience. This office provides excellent benefits. To apply, send a letter describing your interest in the position, a resume, appropriate references, and a brief writing sample to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position.

Applicants must provide documentary confirmation of completion of training and/or certification in computer forensic programs, skills and techniques.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of gender, race, age, ethnicity, national origin, sexual orientation, religion or disability.