POSITION ANNOUNCEMENT – Assistant Investigator

The Federal Defenders of San Diego, Inc. (FDSDI) has an opening for a full-time assistant investigator position in our San Diego office. FDSDI is the Community Defender Organization for the Southern District of California (San Diego and Imperial Counties). FDSDI operates under 18 U.S.C. § 3006A (g)(2)(B) to provide federal criminal defense services by court appointment to individuals unable to afford counsel. FDSDI is a private, non-profit corporation and not a civil service or federal employer.

Position Description – The Assistant Investigator provides support services to staff attorneys and investigators. Duties of the Assistant Investigator include bond preparation, records retrieval, and conducting new complaints interviews.

- The FDSDI Bond Department provides guidance and assistance to clients and sureties in the completion of requisite bond forms. Bond related duties include: meeting with clients and potential sureties in an office setting and/or at a detention facility; obtaining, photocopying, and retaining proper documentation for bond packages and identification documents of sureties; coordinating with staff attorneys, investigators, clients and sureties via telephone calls and emails regarding the status of bond packages; submitting completed bond packages to the United States Attorney’s Office, courthouse, and Clerk’s Office; and tracking work progress via an Activity Log.

- Records retrieval duties include conducting online searches to find specific courts (nationwide) and composing letters and/or fax cover sheet instructions to the Records Section of the relevant courts. The Assistant Investigator will request client records from prisons, hospitals, rehabilitation centers, schools, etc.; organize, and maintain a filing system to keep track of the status of requests and work product; and conduct follow-ups as needed.

- The Assistant Investigator will conduct new complaints interviews of clients prior to the client’s initial court appearance. The interviews are conducted in holding cells and courtrooms. The purpose of the interview is to acquire a client’s biographical, financial and arrest related information. The information is provided to FDSDI Attorneys to assist representation of the client at the client’s initial court appearance and to make informed requests for bail.

The Assistant Investigator provides assistance to clients and their families by assisting them with the recovery of the client’s personal property seized at the time of the client’s arrest and by providing information about the process for placing money in a client’s jail account. The Assistant Investigator assists Investigators with review of case related discovery to include translating documents and/or recorded phone messages, review clients jail communications, review communications from clients’ cellular telephones, review law enforcement dispatch tapes and perform other investigation related duties. The Assistant Investigator will meet clients, many times at a detention facility, to acquire the client’s written authorization for the release of medical and
other personal information. Additionally, Assistant Investigators will be required to complete and submit time sheets and Federal Defender data in a timely manner and keep the Chief Investigator and/or Assistant Chief Investigator informed of work related issues.

Qualifications – To qualify a person must be fluent in Spanish, a high school graduate or equivalent and have at least three years of general experience; some higher education may be substituted for general experience. Computer literacy and experience with Word, Adobe Acrobat, Microsoft Excel are required. The applicant must have the ability to occasionally travel to local courts using their own car. The applicant will also be required to walk to/from the courthouse, federal building, and detention facilities. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communication skills. Applicants must be flexible and able to work in a fast-paced, team work environment.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Salary and Benefits – Salary based upon experience and qualifications in accord with administrative guidelines. The position includes employee benefits such as health and life insurance, 401k. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at-will and are subject to the availability of funds. Employment is subject to a satisfactory background investigation. All education, experience, training and certifications will be verified.

How to Apply- Qualified persons may apply by sending a letter of interest, resume, and three references in pdf format to: invemployment@fdsdi.com

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Position open until filled.