

FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

FEDERAL PUBLIC DEFENDER
JASON D. HAWKINS

FIRST ASSISTANT
JOHN NICHOLSON

ADMINISTRATIVE OFFICER
JACQUELINE BUNKLEY

525 S. GRIFFIN STREET
SUITE 629
DALLAS, TX 75202

Voice: (214) 767-2746
Fax: (214) 767-2886
<http://txn.fd.org>

CAPITAL HABEAS UNIT SUPERVISOR
JEREMY SCHEPERS

APPELLATE SUPERVISOR
K. JOEL PAGE

LUBBOCK BRANCH SUPERVISOR
SHERY KIME-GOODWIN

FORT WORTH BRANCH SUPERVISOR
MICHAEL LEHMANN

Vacancy Announcement

Position: Chief Investigator – Capital Habeas Unit (CHU)

Location: Dallas Division

Application Deadline: Open Until Filled

The Federal Public Defender for the Northern District of Texas is accepting applications for a full-time Paralegal in the Capital Habeas Unit (CHU) in the Dallas Division of the Northern District of Texas. The Federal Defender organization 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. The CHU represents death-sentenced prisoners in federal habeas corpus proceedings in the United States District Courts in Texas, the United States Court of Appeals for the Fifth Circuit, and the United States Supreme Court.

The Chief Investigator provides advanced investigative services to staff attorneys and serves as trainer and supervisor to the defender organization's investigative staff. Supervisory duties for this position may extend to **mitigation specialists, investigators, paralegals, and the interpreters** as designated by the Defender. *The Chief Investigator is a one-of-a-kind position within a defender organization and supervises a minimum of three (3) authorized positions (as defined above.)*

The Chief Investigation will function both in a supervisory as well as mitigation specialist role. At the outset, this will entail approximately a 50/50 split between supervision and traditional mitigation investigation roles.

The CHU is committed to providing high-quality representation to our clients as well as maintaining manageable caseloads for staff. Skilled collaboration, strategic litigation, compassionate representation, and unique approaches to the issues affecting our clients are among the values we aim to foster in our CHU. If you are not able to work well with other lawyers, paralegals, investigators, legal assistants, and interns in the office in defending the indigent, then do not apply.

Requirements: To qualify for the chief investigator position, Applicants must have three to five years of experience, but higher education from an accredited college or university, may be substituted for some of the general and/or specialized experience. The Applicant must possess a strong analytical ability and able to understand and manage complex factual and legal issues; have strong interpersonal skills and solid oral and written communication skills; and should possess a

demonstrated commitment to social justice and/or indigent defense. Applicants with capital and/or federal habeas experience or paralegal experience in other complex area of the law and/or managing voluminous case files are strongly preferred. Experience in the areas of social work and/or mental health is also helpful. Finally, the ability to speak Spanish is preferred. The ideal candidate will have a significant amount of previous mitigation investigation experience.

Duties. The duties of the chief investigator include supervision as well as case preparation for federal habeas corpus proceedings. Responsibilities include: reviewing law enforcement records, interviewing clients and witnesses, and meeting with experts. Other duties include social history investigations, locating and interviewing potential penalty phase witnesses, identifying factors in a client's background that require expert evaluations, consulting with attorneys to develop guilt and penalty phase theories of the case and case strategy, and working with clients and a client's family while the case is pending. The mitigation investigator will be part of a team.

Extensive travel will be required and you must have the ability to work non-traditional hours. The CHU will represent death-sentenced prisoners in all four federal districts in Texas.

Salary and Benefits: The position is full-time with federal benefits and salary commensurate with experience and qualifications. The starting salary for the position will fall within a range of \$93,325 to \$164,200, and will be heavily dependent on prior experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check.

Application Process: To apply, email to TXN_Employment@fd.org **in a single Adobe PDF file using the subject line "NDTX-Investigator-CHU"** the following:

- A brief cover letter explaining your interest in the position and your qualifications;
- A resume;
- References.

No phone calls please. Submissions not following this format will not be considered. Moreover, do not send your application directly to the Federal Public Defender via e-mail because he will promptly delete the e-mail. Only those selected for interview will be contacted. Applications will be accepted until position is filled. More than one position may be filled with this announcement. Proof of U.S. citizenship or other employment eligibility required.

The Federal Public Defender is an Equal Opportunity Employer