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January 25, 2021

**Position Announcement
Investigator (Capital Habeas Unit)
Charlotte, North Carolina**

The Federal Public Defender for the Western District of North Carolina is accepting applications for an Investigator in the newly-created Capital Habeas Unit (“CHU”) for the Fourth Circuit.

This regional CHU will represent indigent prisoners under state and federal sentences of death imposed within the Fourth Circuit’s appellate jurisdiction. The bulk of our caseload will take place in the United States District Court for South Carolina, the three United States District Courts for North Carolina, the Fourth Circuit’s Court of Appeals, and the Supreme Court of the United States.

Duties: The person hired for this position will play an integral role in the development of our new CHU. The investigator will assist with the full scope of our work, which includes all stages of federal habeas corpus proceedings, as well as stay litigation, method of execution challenges, and executive clemency. Core duties include: building relationships with clients and their families; reviewing and analyzing case files and other documents; identifying and initiating new areas of investigation; locating and interviewing witnesses; gathering and assessing documentary and other evidence; drafting memoranda, affidavits, and social history reports; working with experts; serving subpoenas; and assisting with hearings. The investigator will work collaboratively with paralegals and under the supervision of an attorney. We anticipate all members of a case team will contribute to discussions of case strategy. The position requires extensive overnight travel and work outside of business hours, including weekends and holidays.

Requirements: The investigator must have a minimum of three (3) years of experience relevant for the investigation and development of mitigating evidence, preferably in capital trial or post-conviction cases. The ability to communicate effectively and build relationships with clients and client families is fundamental, as is a commitment to indigent defense. Candidates must have

experience interviewing witnesses, excellent oral and written communication skills, and an affinity for teamwork. An ideal candidate will have experience in social work or knowledge of mental health and mental disorders. The investigator must have proficiency with electronic investigative tools and technology, Word and other Windows-based computer applications, and organizational software programs. Familiarity with court systems and the course of federal and state post-conviction litigation is helpful. Applicants must possess a valid driver's license, insurance and own or operate a personal vehicle for business purposes.

Salary and Benefits. Salary is commensurate with experience and qualifications. This is Excepted Service Employment with federal government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: All application information is subject to verification. Appointment to the position is contingent upon a background investigation, including an FBI fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; they are considered "at will" and can be terminated with or without cause.

How to Apply. Qualified persons may apply by forwarding a letter of interest, a résumé, and a sample report or memorandum. Send completed application in .pdf format to: WDNCApplication@fd.org. No phone calls, please. We will gladly accept a mitigation film or PPT presentation packet via email or by requesting access to a Box folder.

This organization provides reasonable accommodations for applicants with disabilities on a case-by-case basis. Please submit any request for accommodation as a .pdf document to WDNCApplication@fd.org.

Position announced January 25, 2021. **Applications received by February 19, 2021 will receive priority consideration.** Position open until filled.

The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A. **This program is an Equal Opportunity Employer. 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, national origin, religion or disability. This program is committed to a diverse staff.**