

Investigator – Federal Public Defender, Colorado Office

Date Posted: 8/7/2018

Employer: Federal Public Defender

Location: Denver, CO

Job Type: Full-Time

The Federal Public Defender for the Districts of Colorado and Wyoming seeks an investigator to join our Colorado office. The investigator provides investigative and litigation support to staff attorneys representing persons charged with criminal offenses in the United States District Court for the District of Colorado.

The successful applicant will have at least eight years of investigative criminal defense experience and substantial experience managing, indexing, and analyzing cases with large digital discovery. This position requires a strong and established work ethic, including the ability to successfully manage multiple deadlines, a demonstrated commitment to criminal defense, a team-oriented professional demeanor, and a reputation for personal integrity. Strong written and verbal communication skills are essential to this work.

Requirements and Qualifications: Applicants must have a bachelor's degree from an accredited college or university. Applicants must have a comprehensive knowledge of criminal defense investigative principles and techniques, and a working knowledge of criminal procedure and evidence. Applicants must demonstrate substantial experience in the following areas: (1) progressively responsible investigative duties; (2) locating and interviewing witnesses; (3) report writing; (4) collection and analysis of records of all kinds; (5) service of subpoenas; (6) use of computer software including: analytic software, use of ESI platforms, optical character recognition, and Adobe Acrobat; and (7) use of demonstrative media tools, such as Trial Director and PowerPoint.

This position requires extensive driving. Applicants must have a valid driver's license, vehicle, and appropriate motor vehicle insurance.

Applicants must be United States citizens or eligible to work in the United States. Fluency in Spanish is strongly preferred, but not required. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS tax check.

Please see the full job posting on our website: <http://www.cofpd.org/employment/inv2018.html>

Application Instructions: Qualified individuals should submit a letter of interest, resume, and an investigative writing sample authored entirely by you. Submit these documents via email to Kim Bechard, Administrative Officer, at employment@cofpd.org
Subject Reference: Investigator Position – COLORADO

This position is open until filled.