



**FEDERAL
PUBLIC
DEFENDER
DISTRICT
OF HAWAII**

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Salina M. Kanai
Federal Public Defender

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VACANCY ANNOUNCEMENT INVESTIGATOR

The Federal Public Defender for the District of Hawaii seeks a full-time investigator to join its office in Honolulu. The office operates under the authority of the Criminal Justice Act (18 USC § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law.

Job Description: Our investigators collaborate with our trial attorneys to provide the best defense for our clients. Major job duties include conducting field investigations; locating and interviewing witnesses; memorializing such interviews; evidence examination and collection; attending client conferences both in and out of custody; assisting the attorney in organizing and analyzing discovery; being an active part of the trial team, including sitting at counsel table; testifying in court if necessary; identifying and working with experts; and being proficient in forensic and demonstrative litigation software. Our office environment is collaborative, positive, and client-centered.

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 duties such as: (1) locating and interviewing witnesses; (2) writing reports; (3) collecting and analyzing various types of records; (4) serving subpoenas; (5) using computer software, including analytic software, optical character recognition, and Adobe Acrobat; and (6) using demonstrative media tools, such as Trial Director and PowerPoint.

The ability to work independently and also collaboratively with a team is required. A qualified candidate will have excellent verbal and written communication skills, a high level of computer proficiency, and the ability and willingness to evaluate complex facts. Our office considers a demonstrated interest in social justice, civil rights, and/or indigent defense to be an important factor for this type of work.

The candidate must be eligible to work in the United States, have a driver's license and reliable personal transportation, and will be subject to a background check as a condition of employment.

Some travel between islands is required, as is less frequent travel to the continental United States or otherwise out of Hawaii. The candidate must be able to work flexible hours as necessary.

Salary and Benefits: This is a full-time, at-will position with federal benefits. The starting salary is based on qualifications and experience under the Judiciary Salary Plan (JSP), ranging from JSP 11 (\$75,640) to JSP 14 (\$165,619). Salary is payable only by direct deposit and paid biweekly.

Benefits include health, long-term care, and life insurance, as well as paid federal holidays and most state holidays, 13 days of paid sick leave and 13 days of paid vacation leave annually if none or less than three years' federal employment. (The rate of paid leave increases with years of service.) The position is eligible for the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP), which matches up to 5% of employee contributions. Telework of two days per pay period is available after the first six months of employment.

All positions are at-will and subject to the availability of funds.

The Application Process: Applications will only be accepted via email. The position will remain open until filled, with applications received by May 31, 2024 to be given preferential review. Please prepare and upload a .pdf application packet. This packet must be emailed to lynelle_oshita@fd.org and the packet should include in a *single* .pdf file named "Your last name, first name," (e.g., Smith, Mary), the following:

- A plain face sheet containing only your last name, first name, and employer or employment status. This should be centered on the page in size 40 font;
- a brief cover letter;
- your resume;
- three references (references will not be contacted until applicant is advised); and
- an anonymized sample of an investigative report or other relevant writing sample.

Accurate compliance with these application instructions is a factor expressly considered in the evaluation of the applicant. No phone or email inquiries please. Applicants will only be contacted if selected for an interview. Applicants invited to interview may be asked to complete a brief skills test.

The Federal Public Defender is an Equal-Opportunity Employer