



POSITION #: 2018-01 LEGAL INVESTIGATOR

ANNOUNCED: September 24, 2018

CLOSES: Priority given to applications received by October 24, 2018 - position open until filled

The Federal Public Defender Office for the Western District of Virginia is accepting applications for a full-time Legal Investigator in our Roanoke office. The investigator will be expected to provide investigation services for our indigent clients charged with criminal offenses or involved in post-conviction proceedings in United States District Court and United States Court of Appeals for the Fourth Circuit. The Federal Public Defender operates under the authority of the Criminal Justice Act and by appointment from the court. This position will provide an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment.

Position Description: Investigators provide investigation for our clients under the direction of the case attorney and the Federal Defender. Responsibilities include investigating cases at varying stages of litigation; reviewing and analyzing discovery and case documents; locating and interviewing witnesses and clients; gathering and maintaining records; reporting information gathered from interviews and investigation to case attorneys; working with experts; documenting and photographing sites, events and items; serving subpoenas; coordinating witnesses for hearings; and assisting attorneys at those hearings.

Qualifications: The successful candidate must have a minimum of three years of investigative experience and three years of general experience. The minimum educational requirement is a college degree or the equivalent. Computer litigation support experience, and familiarity with Western Virginia are preferred. Spanish fluency is a plus. Essential for this position are the abilities to manage a challenging caseload, organize case materials, determine priorities, travel locally and elsewhere, work flexible hours; possess a reputation for integrity; work in a team environment and independently; have excellent oral and written communication and people skills; be proficient in technology, possess a valid driver's license, and be able to drive.

Salary and Benefits: The position has federal benefits and a starting salary of \$61,218 with potential for promotion. The starting salary will be based on education and years of relevant experience consistent with federal guidelines and regulations. This position is dependent on federal funding and subject to mandatory Electronic Funds Transfer (direct deposit). Employment will be provisional pending the successful outcome of a background fingerprint check.

How to Apply: Qualified persons may apply by submitting a letter of interest, resume and two work references (including names, addresses and telephone numbers). A confirmation reply to the application will be sent to the email address used. Only those who are granted an interview will be contacted again. This position will remain open until filled. For priority consideration, please submit applications by close of business on October 24, 2018 to:

Dawn C. Scott, Administrative Officer
Federal Public Defender's Office
210 First Street, SW, Suite 400
Roanoke VA 24011
Or, via email to: dawn_scott@fd.org

The Federal Public Defender is an equal opportunity employer and values diversity in the work place.