

# FEDERAL DEFENDER SERVICES OF WISCONSIN, INC.

Craig W. Albee, Federal Defender  
Krista A. Halla-Valdes, First Assistant

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Madison, Wisconsin 53703

## POSITION ANNOUNCEMENT: INVESTIGATOR Madison, Wisconsin May 2024

Federal Defender Services of Wisconsin, Inc. ("FDSW"), a Community Defender Organization serving the Eastern and Western Districts of Wisconsin, seeks an exceptional person to join our Madison Office as an Investigator.

**ABOUT US:** FDSW represents people accused of federal crimes who cannot afford a private attorney. We are committed to providing a vigorous defense to all our clients, from the moment of their arrest through trial and appeal. Our office is energetic, passionate, and above all else, collaborative. We believe it is through the collective efforts of our committed lawyers and staff that our office serves its fundamental mission: providing the best defense money can't buy.

**DUTIES:** The responsibilities of the investigator include, but are not limited to, the following:

- Providing investigation, mitigation, and litigation support for pending cases.
- Locating and interviewing witnesses, victims, family members or other individuals.
- Preparing detailed and accurate reports and memorandums.
- Reviewing, organizing, and analyzing documentation and other various forms of discovery, including electronic formats, and assists in determining scope, timing and direction of the investigation.
- Analysis of social media and other internet-based data.
- Locating public and private records, such as criminal records, medical records, and records of court proceedings.
- Gathering and providing mitigation crucial to pretrial release plans, negotiations, trial strategy, sentencing, and re-entry plans.

**QUALIFICATIONS:** Candidates must have a reputation for personal and professional integrity and must demonstrate cultural competency and have experience in working with marginalized communities. Because some travel is necessary, a valid driver's license, insurance, and a personal vehicle are required. Qualified candidates must possess the ability to communicate effectively with clients, witnesses, and colleagues. Prior commitment to helping indigent accused persons is a plus.

**SALARY AND BENEFITS:** FDSW is a nonprofit corporation. While our office is not a federal government agency and our lawyers are not federal employees, we provide comparable benefits, including health insurance and contributions to a retirement plan. Salary will be based on years of professional experience, with a starting range of \$72,553 to \$158,860. Direct deposit of pay is required.

**HOW TO APPLY:** Candidates should send a single PDF document, including a cover letter, résumé, and no more than three references to:

JoLynn Blei, Administrative Officer  
jolyenn\_blei@fd.org

The position will remain open until filled, with priority given to applications received by **June 1, 2024**. Only applicants selected for an interview will be contacted. No phone inquiries. All positions are at-will and are subject to the availability of funding and a background check verifying all education and training.

FDSW is an equal opportunity employer. We believe that the best legal representation occurs through a diverse, equitable, and inclusive workforce. We value the insight and skills brought to our work by those with lived experience in historically marginalized communities. We strongly encourage such candidates to apply.