



FEDERAL PUBLIC DEFENDER OFFICE
DISTRICTS OF MASSACHUSETTS, NEW HAMPSHIRE, AND RHODE ISLAND
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INTERIM FEDERAL PUBLIC DEFENDER

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POSITION ANNOUNCEMENT
Investigator– Boston, Massachusetts
February 2024

THE POSITION:

The Federal Public Defender Office for the Districts of Massachusetts, New Hampshire, and Rhode Island is hiring a full-time defense Investigator for its Boston office. The successful applicant will be selected through a nation-wide search. All eligible applicants interested in this position are encouraged to apply.

As an Investigator you will assist in determining the scope, timing, and direction of investigation. Review, analyze, and summarize information and case-related documents using various technology. Use computer hardware and software to write reports, create databases, and produce graphics and videos. Present information in written and verbal form to attorneys and other defense team members. Communicate openly and empathically with the accused client, the client's family, and case-related witnesses. Locate witnesses and conduct interviews, including defense witnesses, prosecution witnesses, and expert witnesses. Assist in preparing clients and witnesses for testimony. Arrange witness travel and logistics. Locate, view, and/or retrieve relevant materials and objects for use as evidence. Regular (and at times frequent) travel both in and out of state is necessary.

Photograph, video, or otherwise document, persons, places, and things for pretrial, trial, and sentencing litigation. Investigate the backgrounds of clients and case-related witnesses, including for educational, medical, psychological, familial, and criminal history related information. Assist attorneys in pretrial, trial, and sentencing proceedings. Give sworn testimony and assess the testimony and credibility of other witnesses. Create sentencing videos or written submissions meant to lessen the client's sentence or other exposure. You may also be asked to help assemble mock juries and research the backgrounds of trial related jury pools. You are expected to work closely with each assigned case team to support every aspect of zealous representation.

WHAT WE DO:

The Federal Public Defender Office is a law office that represents persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court and federal habeas corpus review.

We work together to uphold every person's right to be presumed innocent and to a fair

sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences by showing judges and prosecutors that we represent people, not criminals.

WHO WE ARE:

We are attorneys, legal assistants, paralegals, investigators, mitigation specialists, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent.

We value diversity and a commitment to equality, and we believe better legal representation occurs when members of the defense team have diverse backgrounds and experiences. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, and economic status.

WHO YOU ARE:

You are a trusted, reliable, and efficient Investigator who is eager to partner with members of the defense team so the office can provide exceptional legal services. You multitask effectively, have exceptional organizational skills, and are eager to learn new systems. You are a capable user of technology and understand its utility. You are an effective communicator and build relationships with internal and external stakeholders. You are comfortable writing memos when necessary. You complete your documentation timely and thoroughly. You are self-directed and have exceptional discretion. You see the problems, but also the solutions, and you harness creativity, dedication, curiosity and persistence to overcome the challenges. Your communication with others is based in empathy and compassion, and you thrive in a fast-paced environment. You are comfortable working closely with a diverse set of clients (often in jail and prison settings) and their families. You have high standards and want people to be treated fairly and respectfully, no matter the allegation or circumstance. You have the capacity and flexibility to travel inside and outside of our region. You are committed to achieving case goals beyond standard hours: 9:00 a.m. to 5:00 p.m.

REQUIRED EXPERIENCE:

Experience using Microsoft Word, Microsoft Teams, Adobe Acrobat, Excel, iPro and other technology to review, process, and organize large amounts of information.

Must have a college degree or the equivalent.

At least three years of investigative experience, criminal justice, or comparable experience.

Must be a U.S. citizen or have a work authorization.

Must have a valid driver's license.

Experience working with diverse groups of people, such as people of color, those from economically disadvantaged backgrounds, people with disabilities, those living with emotional or mental health challenges, and those from other disenfranchised communities.

The ability to multitask in a fast-paced environment. The ability to write and speak clearly.

The ability to keep confidences and to protect relevant legal privileges.

The ability to demonstrate cultural competency.

Experience or interest in working with marginalized communities.

The ability to have strong computer and technological skills.

Considerable resourcefulness, initiative, creativity, curiosity and compassion.

The desire to work, as part of a team, for the benefit of those accused of committing federal crimes.

PREFERRED EXPERIENCE:

Spanish fluency.

Experience with large data cases and the ability to use, or learn to use, eDiscovery software.

The use of Cellebrite or Cellhawk is a plus.

Specialized skills related to forensic evidence.

Specialized skills related to digital forensic evidence and law enforcement surveillance tools.

Specialized skills in accounting, healthcare billing procedures, taxes, audits, or financial crimes.

Skilled at navigating various types of social media.

SALARY AND BENEFITS:

Starting salary for the Investigator will be set commensurate with the experience and qualifications of the applicant, JSP-11/1 to JSP-14/10, currently yielding \$81,963 to \$179,462 per annum.

HOW TO APPLY:

Applicants must send an e-mail titled “Investigator” with a single Adobe .pdf document which includes:

- ☐ A Cover Letter;
- ☐ A Resume with Three References; and
- ☐ Form AO-78 (found at <https://www.uscourts.gov/sites/default/files/ao078.pdf>).
- ☐ Send all items listed above to HRBoston@fd.org.

*No Calls Please. Applicants who apply without submitting all three documents will not be considered. Applications will be accepted until the position is filled. Priority consideration will be given to applications received by March 20, 2024. The selected candidate will be subject to a background check or investigations and subsequent favorable suitability determination for employment. We are an equal opportunity employer.