

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama

POSITION ANNOUNCEMENT
INVESTIGATOR - Birmingham Office

The Office of the Federal Public Defender for the Northern District of Alabama is accepting applications for the position of Investigator for the Birmingham office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel. Investigators serve as a primary resource for gathering data and information necessary for effective representation of our clients. Many of our clients are from low-income backgrounds and have a history of medical, psychiatric and addiction issues and persons with a Master of Social Work (MSW) degree with experience providing medical, psychiatric and addiction support and services are encouraged to apply. Additionally, individuals fluent in Spanish are desired.

General areas of responsibility include: locating and interviewing witnesses, experts, family members, law enforcement personnel, and others with knowledge of case or client; locating, gathering and organizing records, documents, personal property, tangible evidence and other potential exhibits; reviewing and analyzing case documentation; serving subpoenas; visiting crime scenes; establishing and maintaining a good working relationship with individuals and agencies that interact with the office; preparing comprehensive descriptive written reports; testifying in court as required; organizing and maintaining files related to each assigned case; using computer software and hardware, cameras, tape recorders, and other equipment for data/information collection; assisting attorneys and other office staff in preparation for court proceedings; and other duties as assigned.

Requirements and qualifications for this position include: High School graduate or equivalent; three or more years' experience in investigation or information gathering; excellent writing skills; computer proficiency; the ability to communicate and work well with others; demonstrated interest in criminal justice; a commitment to obtaining justice for indigent persons; and ability to perform each of the tasks associated with this position. This position requires considerable resourcefulness, creativity, and initiative. It also requires the ability to analyze and evaluate facts, evidence and related information with tact and discretion. Education may be substituted for some experience. A variety of prior experience including social work and paralegal or legal assistant training would be helpful. Applicants must have a driver's license, car, and appropriate motor vehicle insurance.

Salary is dependent on experience, qualifications, and is in accordance with Administrative Office of U.S. Courts, and Defender Services. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees.

Please send a cover letter, resume, writing sample and the names of three references to:

Aln_HR_Investigator@fd.org

Kevin L. Butler
Office of the Federal Public Defender
505 20th Street North, Suite 1425
Birmingham, AL 35203
PLEASE NO TELEPHONE OR EMAIL INQUIRIES
Application Deadline: Open Until Filled

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY
EMPLOYER**