

FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF WEST VIRGINIA

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July 20, 2026

POSITION ANNOUNCEMENT 2026-01

INVESTIGATOR

The Federal Public Defender for the Southern District of West Virginia, at Charleston, is accepting applications for the position of Investigator. The Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

The Position: Provide investigative and litigation support for cases pending in federal court. Investigate the facts of a case and a client's life. Locate and interview victims, witnesses, and law enforcement personnel. Prepare detailed and accurate memoranda of interviews, and photograph and/or sketch relevant locations such as crime scenes. Review, organize, summarize, and analyze documentation and other various forms of discovery, including electronic formats. Locate public and private records such as criminal records, medical records, records of court proceedings and social media. Assist attorneys at hearings or trials by testifying, evaluating testimony, coordinating witnesses and documents, and assisting with digital presentations. Serve subpoenas and notify defense witnesses of court appearances. Conduct investigations into the client's background for medical, psychological, criminal, and other records.

Ideal Candidate: The ideal candidate is someone who will serve as a critical part of our defense team, demonstrating initiative, creativity, self-motivation, tact, good judgment, and discretion. They can communicate effectively orally and in writing. They can establish and maintain good working relationships with a wide range of agencies, and people from diverse backgrounds and circumstances. They effectively coordinate, plan and carry-out investigation strategies. They also assist attorneys with exhibits, witnesses, and other tasks. They must be familiar with legal processes, have strong computer skills and social media literacy, familiarity with Windows operating systems and be proficient with Microsoft Office applications and Adobe Acrobat.

Qualifications: The successful applicant must have a demonstrated capacity or aptitude for excellence in supporting attorneys working in the federal criminal justice system and a commitment to the representation of indigent accused persons. To qualify a person must have the knowledge, skills and abilities to perform the essential functions of the job, be a high school graduate, have a minimum of three years overall experience and three years of specialized experience. A bachelor's and/or advanced degree in criminal justice, social science, or a related field can be counted toward the six-year experience requirement. Have a valid driver's license, meet the requirements of a government security clearance, be able to travel frequently, and to work outside of normal business hours when required, including occasionally on the weekends.

Conditions of Employment: The selected candidate will be subject to a background check or investigation, including an F.B.I. name and fingerprint check and an I.R.S. tax check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender Office are in the excepted service, are considered “at-will” employees, and are not covered by the Civil Service Reform Act. This position will be filled subject to the availability of funds.

Salary and benefits: This is a full-time, permanent position, and federal salary and benefits apply. This position is subject to mandatory electronic transfer (direct deposit) of net pay. Salary is based on the Judicial Salary Plan and is commensurate with experience and qualifications (Grade 11-14; \$74,678 to \$163,514).

How to Apply: Qualified persons may apply by submitting a letter of interest, resume, and three professional references and an optional (but helpful) writing sample to: Federal Public Defender, Attention: David Boyles, U.S. Courthouse, Room 3400, 300 Virginia Street, East, Charleston, WV 25301. Electronic submissions are preferred and should be sent to wvs_recruiting@fd.org.

Posting Date: **July 20, 2026**; Applications must be received by **August 7, 2026**. The position will be filled upon authorization from the Administrative Office of the U.S. Courts, Defender Services Office and is subject to the availability of funds. All responses will remain confidential. The Federal Public Defender Office is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interview process, please contact Administrative Officer David Boyles at 304-347-3350.

The Office of the Federal Public Defender is an Equal-Opportunity Employer