



## LUBBOCK DIVISION

### FEDERAL DEFENDER

Jason D. Hawkins

### FIRST ASSISTANT

Shery Kime-Goodwin

### DIVISION SUPERVISOR

Sarah Gunter

### ASSISTANT DEFENDERS

Kristen Ayers  
Victoria Gallegos  
Wade Iverson  
Jeff Sheets

### INVESTIGATOR

### PARALEGALS

Marissa Garza  
Laura "Laurie" Ramirez

### ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

Tino Alanis

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## FEDERAL PUBLIC DEFENDER OFFICE NORTHERN DISTRICT OF TEXAS

### Vacancy Announcement

Position: Investigator – Trial Division

Location: Lubbock Division

Application Deadline: Until Filled

**THE FEDERAL PUBLIC DEFENDER** for the Northern District of Texas is accepting applications for the position of investigator. 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. The position will be located in the Lubbock office. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and the Sixth Amendment of the United States Constitution to provide defense services to people unable to afford counsel in federal criminal cases.



**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 from the most complex white collar fraud case to a person charged with illegally possessing a weapon; 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; assisting attorneys at those hearings; and testifying in court. This position will provide an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment.

**Trial Unit Values:** Culturally responsive practices, skilled collaboration, strategic litigation, compassionate representation, and professionalism are among our values. Because no person can do this work alone, you will work with experienced lawyers, investigators, paralegals, and legal assistants. The ability to work well with others on a team is mandatory.



**Requirements:** 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 some familiarity with the Lubbock area are preferred. Spanish fluency is strongly preferred. 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 starting salary range for the position is \$74,678 - \$163,514 (JSP-11, Step 1 to JSP-14, Step 10). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Position subject to the availability of funds.

**Travel is required.** The Northern District of Texas covers a 96,000 square mile area and encompasses seven separate divisions. The Northern District runs from the tip of the Panhandle down through the plains of Lubbock to the big country of Abilene and San Angelo. The district boundary then turns east to the Dallas-Fort Worth metroplex and up to Wichita Falls. You will be constantly collaborating with lawyers and support staff in other divisions and occasionally find yourself defending cases in all divisions of the Northern District of Texas.

**Application Process:** To apply, email to [TXN\\_Employment@fd.org](mailto:TXN_Employment@fd.org) **in a single Adobe PDF file using the subject line "Trial-Investigator"** and the following:

- A cover letter explaining your interest in the position and your qualifications;
- A resume or curriculum vitae;
- A minimum of three references.



**Submissions that do not follow this format will not be considered. Only those selected for an interview will be contacted.**